



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

### Booth Equipment

8' h Background Drapery  
 3' h Side Division Drapery  
 One (1) ID sign

### Move-in Dates & Times

Monday, November 11, 2019	12:00 PM - 8:00 PM
Tuesday, November 12, 2019	8:00 AM - 12:00 PM

### Show Dates & Times

Tuesday, November 12, 2019	1:00 PM - 5:00 PM
Wednesday, November 13, 2019	9:00 AM - 4:00 PM

### Show Colors

8' h Background drapery will be blue & white  
 3' h Side division drapery will be blue

### Carpet

The exhibit aisles will be carpeted in gray

### Move-out Dates & Times

Wednesday, November 13, 2019 4:00 PM - 8:00 PM

### Advance Warehouse Shipments

Must Arrive By:  
 3PM Friday, November 1, 2019

### Show Site Shipments

Cannot Arrive Before:  
 8AM Monday, November 11, 2019

Carriers must be checked in at event site for move-out by:  
 Wednesday, November 13, 2019 7:00 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](http://oe.fernexpo.com)

#### FAX\*

Send completed forms to:  
 Fax: 513.333.7067

#### MAIL

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

\*Credit Card Transactions Only

show information

061019-135348



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

### PAYMENT INFORMATION

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.

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

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

#### PAY BY CHECK

Please mail check including show, booth, and company name, to:

Fern, 645 Linn Street, Cincinnati, OH 45203

We cannot accept checks drawn on foreign banks.

#### BANK WIRE TRANSFER

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.

#### ORDER TOTALS

Furnishing	Flooring	Exhibit Rental	Graphics	Labor	Material Handling	Other	Tax 7.500%	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### EXHIBITOR INFORMATION

Company Name  Booth #

Street Address  City  State  Zip/Country

Contact Name  Phone  email

#### CREDIT CARD INFORMATION

X

Cardholder Signature

By signing, exhibitor has accepted the Fern Payment and Exhibitor Terms and Conditions. Exhibitor 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

PYMT AUTH - 0019

payment authorization

053119-121229



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

### 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

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 Signature \_\_\_\_\_

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

053119-121229



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

### EXHIBITOR TERMS & CONDITIONS

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

#### DEFINITIONS:

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

#### PAYMENT TERMS:

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

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

Fern, 645 Linn Street, Cincinnati, OH 45203

We cannot accept checks drawn on foreign banks.

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

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

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

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

#### FERN'S RESPONSIBILITIES:

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

#### PACKAGING AND CRATES:

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

#### STORAGE:

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

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



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

### SHOW SITE:

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

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

### INBOUND SHIPMENTS:

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

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

### OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:

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

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

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

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

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

### RE-ROUTED FREIGHT:

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

### INSURANCE:

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

### CLAIMS FOR LOSS:

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

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

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

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



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

### DECLARED VALUE:

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

### FACILITIES AND SHOW ORGANIZERS:

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

### TERMINATION:

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

### INDEMNIFICATION:

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

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

### WAIVER AND RELEASE:

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

### SEVERABILITY:

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

### WAIVER:

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

### ASSIGNMENT:

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

### RELATIONSHIP OF THE PARTIES:

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

### NO THIRD-PARTY BENEFICIARIES:

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

### SURVIVAL:

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

### AMENDMENT AND MODIFICATION:

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

### GOVERNING LAW, JURISDICTION:

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



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charlston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

### CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	110	Sled Base Armless Side Chair	\$ 56.00	\$ 84.00	\$ _____
___	103	Upholstered Armless Chair	\$ 65.00	\$ 97.50	\$ _____
___	105	Upholstered Arm Chair	\$ 78.00	\$ 117.00	\$ _____
___	121	Swivel Desk Chair	\$ 88.00	\$ 132.00	\$ _____
___	131	Stool - Padded with Back	\$ 88.00	\$ 132.00	\$ _____

### PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	204	24" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 73.00	\$ 109.50	\$ _____
___	206	30"h Pedestal Table	\$ 81.00	\$ 121.50	\$ _____
___	208	40"h Pedestal Table	\$ 94.50	\$ 141.50	\$ _____
___	207	30" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 81.00	\$ 121.50	\$ _____
___	215	30"h Pedestal Table	\$ 88.00	\$ 132.00	\$ _____
___	216	40"h Pedestal Table	\$ 106.50	\$ 159.50	\$ _____
___	209	36" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 87.00	\$ 130.50	\$ _____
___	224	30"h Pedestal Table	\$ 96.50	\$ 144.50	\$ _____
___	225	40"h Pedestal Table	\$ 114.00	\$ 171.00	\$ _____

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

Sub Total	\$ _____
Tax 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.*

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**standard furniture rental (chairs & pedestal tables)**



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

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

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

**Discount Deadline:**  
**October 25, 2019**

### 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)	\$ 121.00	\$ 181.50	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 148.00	\$ 222.00	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 175.50	\$ 263.50	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 56.50	\$ 84.50	\$ _____
_____	222	4'x30" h table not skirted	\$ 44.00	\$ 66.00	\$ _____
_____	232	6'x30" h table not skirted	\$ 62.00	\$ 93.00	\$ _____
_____	252	8'x30" h table not skirted	\$ 79.00	\$ 118.50	\$ _____

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)	\$ 143.00	\$ 214.50	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 176.00	\$ 264.00	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 208.00	\$ 312.00	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 77.00	\$ 115.50	\$ _____
_____	228	4'x40" h table not skirted	\$ 67.00	\$ 100.50	\$ _____
_____	238	6'x40" h table not skirted	\$ 73.00	\$ 109.50	\$ _____
_____	258	8'x40" h table not skirted	\$ 88.00	\$ 132.00	\$ _____

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	\$ 51.00	\$ 76.50	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 72.00	\$ 108.00	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 94.50	\$ 142.00	\$ _____

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

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

Sub Total	\$ _____
Tax 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.*

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**standard furniture rental (tables & table risers)**





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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

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

**Discount Deadline:**  
**October 25, 2019**

### ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	401	Wastebasket with Liner	\$ 25.50	\$ 38.50	\$ _____
___	407	Easel, Tripod	\$ 56.50	\$ 84.50	\$ _____
___	430	Tensa Stanchion	\$ 89.25	\$ 134.00	\$ _____
___	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 66.00	\$ 99.00	\$ _____
___	479	2-Arm Bag Stand	\$ 112.00	\$ 168.00	\$ _____
___	413	Chrome Clothes Tree	\$ 89.50	\$ 134.00	\$ _____
___	475	2'x8' Grid Panel	\$ 101.00	\$ 151.50	\$ _____
___	476	Chrome Grid Legs (for freestanding Grid Panel)	\$ 14.00	\$ 21.00	\$ _____
___	478	7-way Waterfall (for Grid Panels)	\$ 12.50	\$ 19.00	\$ _____

### CUSTOM BOOTH DRAPING and SKIRTING

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

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	505	Vinyl Table Cover	\$ 29.00	\$ 43.50	\$ _____
___	507	30" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 10.00	\$ 15.00	\$ _____
___	509	40" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 11.50	\$ 17.00	\$ _____
___	541	Custom Color Side rail Drape, 36" high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 12.50	\$ 19.00	\$ _____
___	543	Custom Color Background Drape, 8' high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 19.50	\$ 29.00	\$ _____

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

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

Sub Total	\$ _____
Tax 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.*

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6200	Blanc Sofa	\$ 1,012.50	\$ 1,519.00	\$ _____	Page 3
	6201	Blanc Loveseat	\$ 972.00	\$ 1,458.00	\$ _____	
	6202	Blanc Chair	\$ 802.00	\$ 1,203.00	\$ _____	
	6203	Blanc Bench Ottoman	\$ 478.00	\$ 717.00	\$ _____	
	6204	Blanc Cube	\$ 162.00	\$ 243.00	\$ _____	
	6205	Whisper White Leather Sofa	\$ 972.00	\$ 1,458.00	\$ _____	
	6206	Whisper White Leather Loveseat	\$ 931.50	\$ 1,397.50	\$ _____	Page 4
	6207	Whisper White Leather Chair	\$ 761.50	\$ 1,142.50	\$ _____	
	6208	Whisper White Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$ _____	
	6209	Whisper White Leather Square Ottoman	\$ 421.50	\$ 632.50	\$ _____	
	6210	Whisper White Leather Round Ottoman	\$ 421.50	\$ 632.50	\$ _____	
	6211	Function White Leather Armless Chair	\$ 510.50	\$ 766.00	\$ _____	
	6212	Function White Leather Corner	\$ 551.00	\$ 826.50	\$ _____	Page 5
	6213	Continental White Leather Curved Loveseat	\$ 1,004.50	\$ 1,507.00	\$ _____	
	6214	Continental White Leather Reverse Loveseat	\$ 972.00	\$ 1,458.00	\$ _____	
	6215	Continental White Leather Wedge Ottoman	\$ 421.50	\$ 632.50	\$ _____	
	6216	Continental White Leather Curved Bench	\$ 502.50	\$ 754.00	\$ _____	
	6217	Continental White Leather Half Moon Ottoman	\$ 421.50	\$ 632.50	\$ _____	
	6218	Sophistication White Leather Sofa	\$ 1,004.50	\$ 1,507.00	\$ _____	Page 6
	6219	Sophistication White Leather Loveseat	\$ 672.50	\$ 1,009.00	\$ _____	
	6220	Sophistication White Leather Chair	\$ 502.50	\$ 754.00	\$ _____	
	6221	Sophistication White Leather Corner	\$ 502.50	\$ 754.00	\$ _____	
	6222	Sophistication White Leather Ottoman	\$ 381.00	\$ 571.50	\$ _____	
	6223	Boca Black Leather Corner	\$ 510.50	\$ 766.00	\$ _____	
	6224	Boca Black Leather Armless	\$ 551.00	\$ 826.50	\$ _____	Page 6
	6225	Metro Black Leather Sofa	\$ 834.50	\$ 1,252.00	\$ _____	
	6226	Metro Black Leather Loveseat	\$ 794.00	\$ 1,191.00	\$ _____	
	6227	Metro Black Leather Chair	\$ 624.00	\$ 936.00	\$ _____	
	6228	Metro Black Leather Square Ottoman	\$ 421.50	\$ 632.50	\$ _____	
	6229	Metro Black Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$ _____	
<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.					Sub Total	\$ _____
<b>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.</b>					Tax 7.500%	\$ _____
					Grand Total	\$ _____

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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

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

**premium furniture rental**

060119-85534

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6230	Suave Midnight Sofa	\$ 721.00	\$ 1,081.50	\$ _____	Page 7
	6231	Suave Midnight Loveseat	\$ 632.00	\$ 948.00	\$ _____	
	6232	Suave Midnight Chair	\$ 470.00	\$ 705.00	\$ _____	
	6233	Grammercy Charcoal Leather Sofa	\$ 931.50	\$ 1,397.50	\$ _____	
	6234	Grammercy Charcoal Leather Loveseat	\$ 802.00	\$ 1,203.00	\$ _____	
	6235	Grammercy Charcoal Leather Chair	\$ 510.50	\$ 766.00	\$ _____	
	6236	Grammercy Charcoal Leather Corner	\$ 591.50	\$ 887.50	\$ _____	
	6237	Parma Brown Leather Sofa	\$ 834.50	\$ 1,252.00	\$ _____	Page 8
	6238	Parma Brown Leather Loveseat	\$ 794.00	\$ 1,191.00	\$ _____	
	6239	Parma Brown Leather Chair	\$ 624.00	\$ 936.00	\$ _____	
	6240	Parma Brown Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$ _____	
	6241	Montana Mocha Sofa	\$ 778.00	\$ 1,167.00	\$ _____	
	6242	Montana Mocha Loveseat	\$ 680.50	\$ 1,021.00	\$ _____	
	6243	Montana Mocha Chair	\$ 526.50	\$ 790.00	\$ _____	
	6244	Madison Sofa	\$ 972.00	\$ 1,458.00	\$ _____	Page 9
	6245	Madison Chair	\$ 559.00	\$ 838.50	\$ _____	
	6246	Madison Sky Bench	\$ 397.00	\$ 595.50	\$ _____	
	6247	Madison Ottoman - Willow	\$ 243.00	\$ 364.50	\$ _____	
	6248	Madison Ottoman - Sand Dollar	\$ 243.00	\$ 364.50	\$ _____	
	6249	Madison Ottoman - Apricot	\$ 243.00	\$ 364.50	\$ _____	
	6250	Madison Ottoman - Sunflower	\$ 243.00	\$ 364.50	\$ _____	
	6251	Chandler Red Leather Sofa	\$ 834.50	\$ 1,252.00	\$ _____	Page 10
	6252	Chandler Red Leather Loveseat	\$ 794.00	\$ 1,191.00	\$ _____	
	6253	Chandler Red Leather Chair	\$ 624.00	\$ 936.00	\$ _____	
	6254	Chandler Red Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$ _____	
	6255	Evoke Sofa	\$ 1,264.00	\$ 1,896.00	\$ _____	
	6256	Evoke Chair	\$ 672.50	\$ 1,009.00	\$ _____	
	6257	Evoke Cocktail Table	\$ 421.50	\$ 632.50	\$ _____	

**premium furniture rental**

Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
<b>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.</b>	Tax 7.500%	\$ _____
	Grand Total	\$ _____

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.  
 Requests made after the deadline will be filled, as available, at the standard rate.  
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6258	Evoke End Table	\$ 381.00	\$ 571.50	\$ _____
	6259	Evoke Cube	\$ 259.50	\$ 389.50	\$ _____
	6260	Midnight Stage Chair	\$ 300.00	\$ 450.00	\$ _____
	6261	Chamois Stage Chair	\$ 300.00	\$ 450.00	\$ _____
	6262	Buckskin Stage Chair	\$ 300.00	\$ 450.00	\$ _____
	6263	Empire Chair Black Leather	\$ 551.00	\$ 826.50	\$ _____
	6264	Empire Chair White Leather	\$ 551.00	\$ 826.50	\$ _____
	6265	Ibiza Black Leather Chair	\$ 761.50	\$ 1,142.50	\$ _____
	6266	Ibiza White Leather Chair	\$ 761.50	\$ 1,142.50	\$ _____
	6267	Tulip Black Fabric Chair	\$ 332.50	\$ 499.00	\$ _____
	6268	Monarch Chair - Bright White	\$ 632.00	\$ 948.00	\$ _____
	6269	Continental White Leather Curved Bench	\$ 502.50	\$ 754.00	\$ _____
	6270	Metro Black Leather Square Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6271	Whisper White Leather Square Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6272	Grammercy Charcoal Leather Square Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6273	Metro Black Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6274	Whisper White Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6275	Chandler Red Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6276	Grammercy Charcoal Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6277	Parma Brown Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6278	Essentials White Leather Storage Ottoman	\$ 591.50	\$ 887.50	\$ _____
	6279	Grammercy Charcoal Leather Round Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6280	Whisper White Leather Round Ottoman	\$ 421.50	\$ 632.50	\$ _____
	6281	Grammercy Charcoal 1/4 Round Ottoman	\$ 251.50	\$ 377.50	\$ _____
	6282	Whisper White 1/4 Round Ottoman	\$ 251.50	\$ 377.50	\$ _____
	6283	Madison Sky Bench	\$ 397.00	\$ 595.50	\$ _____
	6284	Madison Ottoman - Willow	\$ 243.00	\$ 364.50	\$ _____
	6285	Madison Ottoman - Sand Dollar	\$ 243.00	\$ 364.50	\$ _____
	6286	Madison Ottoman - Apricot	\$ 243.00	\$ 364.50	\$ _____

Page 11

Page 12

Page 13

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 \$ \_\_\_\_\_  
 Tax 7.500% \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**premium furniture rental**



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	6287	Madison Ottoman - Sunflower	\$ 243.00	\$ 364.50	\$ _____
_____	6288	Essentials White Banquette (2 pcs)	\$ 1,264.00	\$ 1,896.00	\$ _____
_____	6289	Whisper White Tufted Leather Banquette (2 pcs)	\$ 1,264.00	\$ 1,896.00	\$ _____
_____	6290	Grammercy Charcoal Leather Banquette (2 pcs)	\$ 1,264.00	\$ 1,896.00	\$ _____
_____	6291	Essentials White Leather Turning Bed	\$ 1,515.00	\$ 2,272.50	\$ _____
_____	6292	Regency Orange Cube	\$ 162.00	\$ 243.00	\$ _____
_____	6293	Regency Teal Cube	\$ 162.00	\$ 243.00	\$ _____
_____	6294	Regency Ruby Cube	\$ 162.00	\$ 243.00	\$ _____
_____	6295	Regency Camel Cube	\$ 162.00	\$ 243.00	\$ _____
_____	6296	Regency Apple Cube	\$ 162.00	\$ 243.00	\$ _____
_____	6297	Regency Fuchsia Cube	\$ 162.00	\$ 243.00	\$ _____
_____	6298	Blanc Cube	\$ 162.00	\$ 243.00	\$ _____
_____	6299	Cube Ottoman - White	\$ 162.00	\$ 243.00	\$ _____
_____	6300	Cube Ottoman - Black	\$ 162.00	\$ 243.00	\$ _____
_____	6301	Cube Ottoman - Red	\$ 162.00	\$ 243.00	\$ _____
_____	6302	Cube Ottoman - Green	\$ 162.00	\$ 243.00	\$ _____
_____	6303	Cube Ottoman - Blue	\$ 162.00	\$ 243.00	\$ _____
_____	6304	Cube Ottoman - Purple	\$ 162.00	\$ 243.00	\$ _____
_____	6305	Essentials Turning Bed w/Charging Station Insert	\$ 1,685.00	\$ 2,527.50	\$ _____
_____	6306	Boca Bright White Corner - Charged	\$ 632.00	\$ 948.00	\$ _____
_____	6307	Boca Bright White Armless - Charged	\$ 583.50	\$ 875.50	\$ _____
_____	6308	Aspen Bar Table - Charged	\$ 988.50	\$ 1,483.00	\$ _____
_____	6309	Aspen Cocktail Table - Charged	\$ 551.00	\$ 826.50	\$ _____
_____	6310	White Conference Table - Charged	\$ 1,328.50	\$ 1,993.00	\$ _____
_____	6311	Patrice Tablet Chair	\$ 607.50	\$ 911.50	\$ _____
_____	6312	Lincoln Bench - Charged	\$ 931.50	\$ 1,397.50	\$ _____
_____	6313	Tribeca End Table	\$ 292.00	\$ 438.00	\$ _____
_____	6314	Tribeca Console Table	\$ 324.00	\$ 486.00	\$ _____
_____	6315	Tribeca Cocktail Table	\$ 308.00	\$ 462.00	\$ _____

Page 13 (con't)

Page 14

Page 15

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 \$ \_\_\_\_\_  
 Tax 7.500% \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**premium furniture rental**



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	6316	Harmony End Table	\$ 292.00	\$ 438.00	\$ _____
_____	6317	Harmony Console Table	\$ 324.00	\$ 486.00	\$ _____
_____	6318	Harmony Cocktail Table	\$ 308.00	\$ 462.00	\$ _____
_____	6319	Novel End Table	\$ 381.00	\$ 571.50	\$ _____
_____	6320	Novel Cocktail Table	\$ 421.50	\$ 632.50	\$ _____
_____	6321	Aria Red End Table	\$ 292.00	\$ 438.00	\$ _____
_____	6322	Aria Red Cocktail Table	\$ 308.00	\$ 462.00	\$ _____
_____	6323	Aria Green End Table	\$ 292.00	\$ 438.00	\$ _____
_____	6324	Aria Green Cocktail Table	\$ 308.00	\$ 462.00	\$ _____
_____	6325	Aria Blue End Table	\$ 292.00	\$ 438.00	\$ _____
_____	6326	Aria Blue Cocktail Table	\$ 308.00	\$ 462.00	\$ _____
_____	6327	Aria Purple End Table	\$ 292.00	\$ 438.00	\$ _____
_____	6328	Aria Purple Cocktail Table	\$ 308.00	\$ 462.00	\$ _____
_____	6329	Aria White End Table	\$ 292.00	\$ 438.00	\$ _____
_____	6330	Aria White Console Table	\$ 324.00	\$ 486.00	\$ _____
_____	6331	Aria White Cocktail Table	\$ 308.00	\$ 462.00	\$ _____
_____	6332	Aria Charcoal End Table	\$ 292.00	\$ 438.00	\$ _____
_____	6333	Aria Charcoal Console Table	\$ 324.00	\$ 486.00	\$ _____
_____	6334	Aria Charcoal Cocktail Table	\$ 308.00	\$ 462.00	\$ _____
_____	6335	Fuze End Table	\$ 316.00	\$ 474.00	\$ _____
_____	6336	Fuze Cocktail Table	\$ 364.50	\$ 547.00	\$ _____
_____	6337	Fuze Console Table	\$ 397.00	\$ 595.50	\$ _____
_____	6338	London End Table	\$ 316.00	\$ 474.00	\$ _____
_____	6339	London Console Table	\$ 397.00	\$ 595.50	\$ _____
_____	6340	London Cocktail Table	\$ 364.50	\$ 547.00	\$ _____
_____	6341	Brooklyn II Square End Table	\$ 267.50	\$ 401.50	\$ _____
_____	6342	Brooklyn II Round End Table	\$ 267.50	\$ 401.50	\$ _____
_____	6343	Brooklyn II Rect Cocktail Table	\$ 300.00	\$ 450.00	\$ _____
_____	6344	Brooklyn II Round Cocktail Table	\$ 300.00	\$ 450.00	\$ _____

Page 15 (con't)

Page 16

**premium furniture rental**

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 \$ \_\_\_\_\_  
 Tax 7.500% \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.  
 Requests made after the deadline will be filled, as available, at the standard rate.  
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	6345	Vivid End Table	\$ 292.00	\$ 438.00	\$ _____
_____	6346	Vivid Console Table	\$ 324.00	\$ 486.00	\$ _____
_____	6347	Vivid Cocktail Table	\$ 308.00	\$ 462.00	\$ _____
_____	6348	Club End Table w/ Built-in LED Lighting	\$ 381.00	\$ 571.50	\$ _____
_____	6349	Club Cocktail Table w/ Built-in LED Lighting	\$ 421.50	\$ 632.50	\$ _____
_____	6350	Rose Table	\$ 332.50	\$ 499.00	\$ _____
_____	6351	Zanzibar Table	\$ 332.50	\$ 499.00	\$ _____
_____	6352	Cube, Black 24" End Table	\$ 300.00	\$ 450.00	\$ _____
_____	6353	Cube, White 24" End Table	\$ 300.00	\$ 450.00	\$ _____
_____	6354	Cube, Black 24" Cocktail Table	\$ 292.00	\$ 438.00	\$ _____
_____	6355	Cube, White 24" Cocktail Table	\$ 292.00	\$ 438.00	\$ _____
_____	6356	Phoebe Table - Yellow	\$ 194.50	\$ 292.00	\$ _____
_____	6357	Phoebe Table - Lime Green	\$ 194.50	\$ 292.00	\$ _____
_____	6358	Phoebe Table - Rose	\$ 194.50	\$ 292.00	\$ _____
_____	6359	Phoebe Table - Gold	\$ 194.50	\$ 292.00	\$ _____
_____	6360	Phoebe Table - Teal	\$ 194.50	\$ 292.00	\$ _____
_____	6361	Hylton Tablet Table	\$ 259.50	\$ 389.50	\$ _____
_____	6362	VIP Frosted Plexi Glow Bar 6'	\$ 1,102.00	\$ 1,653.00	\$ _____
_____	6363	VIP Frosted Plexi Glow Bar 4'	\$ 931.50	\$ 1,397.50	\$ _____
_____	6364	Black Bar - 2 Shelf	\$ 502.50	\$ 754.00	\$ _____
_____	6365	White Bar - 2 Shelf	\$ 502.50	\$ 754.00	\$ _____
_____	6366	Blox Bar Back	\$ 632.00	\$ 948.00	\$ _____
_____	6367	Piazza Bar Back - Black	\$ 591.50	\$ 887.50	\$ _____
_____	6368	Piazza Bar Back - White	\$ 591.50	\$ 887.50	\$ _____
_____	6369	Vienna Stool - Gray	\$ 308.00	\$ 462.00	\$ _____
_____	6370	Vienna Stool - Orange	\$ 308.00	\$ 462.00	\$ _____
_____	6371	Vienna Stool - Teal	\$ 308.00	\$ 462.00	\$ _____
_____	6372	Criss Cross Bar Stool - Espresso	\$ 275.50	\$ 413.50	\$ _____
_____	6373	Criss Cross Bar Stool - White	\$ 275.50	\$ 413.50	\$ _____

Page 17

Page 18

Page 19

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 \$ \_\_\_\_\_  
 Tax 7.500% \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**premium furniture rental**



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charlston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6374	Escape Bar Stool - Natural Maple	\$ 235.00	\$ 352.50	\$
	6375	Silk Back Bar Stool - Black	\$ 259.50	\$ 389.50	\$
	6376	Silk Back Bar Stool - White	\$ 259.50	\$ 389.50	\$
	6377	Silk Back Bar Stool - Blue	\$ 259.50	\$ 389.50	\$
	6378	Silk Back Bar Stool - Green	\$ 259.50	\$ 389.50	\$
	6379	Silk Back Bar Stool - Purple	\$ 259.50	\$ 389.50	\$
	6380	Silk Back Bar Stool - Red	\$ 259.50	\$ 389.50	\$
	6381	Euro Bar Stool - Black	\$ 259.50	\$ 389.50	\$
	6382	Hourglass Bar Stool - Black	\$ 283.50	\$ 425.50	\$
	6383	Hourglass Bar Stool - White	\$ 283.50	\$ 425.50	\$
	6384	Equino Bar Stool - Black	\$ 283.50	\$ 425.50	\$
	6385	Equino Bar Stool - White	\$ 283.50	\$ 425.50	\$
	6386	Nexus Stool	\$ 241.50	\$ 362.50	\$
	6387	Clara Stool	\$ 275.50	\$ 413.50	\$
	6388	Marcus Bar Stool - Gunmetal	\$ 211.00	\$ 316.50	\$
	6389	Regal Stool - Brown Leather	\$ 283.50	\$ 425.50	\$
	6390	Caprice Bar Stool - Black	\$ 283.50	\$ 425.50	\$
	6391	Sonic Bar Stool - Black	\$ 235.00	\$ 352.50	\$
	6392	Vienna Chair - Gray	\$ 194.50	\$ 292.00	\$
	6393	Vienna Chair - Orange	\$ 194.50	\$ 292.00	\$
	6394	Vienna Chair - Teal	\$ 194.50	\$ 292.00	\$
	6395	Silk Back Armless Chair - Black	\$ 162.00	\$ 243.00	\$
	6396	Silk Back Armless Chair - White	\$ 162.00	\$ 243.00	\$
	6397	Silk Back Armless Chair - Blue	\$ 162.00	\$ 243.00	\$
	6398	Silk Back Armless Chair - Green	\$ 162.00	\$ 243.00	\$
	6399	Silk Back Armless Chair - Purple	\$ 162.00	\$ 243.00	\$
	6400	Silk Back Armless Chair - Red	\$ 162.00	\$ 243.00	\$
	6401	Nexus Chair	\$ 194.50	\$ 292.00	\$
	6402	Clara Chair	\$ 186.50	\$ 280.00	\$

Page 19 (con't)

Page 20

Page 21

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 \$ \_\_\_\_\_  
 Tax 7.500% \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**premium furniture rental**





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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6403	Leslie Chair - White	\$ 146.00	\$ 219.00	\$ _____
	6404	Criss Cross Chair - Espresso	\$ 186.50	\$ 280.00	\$ _____
	6405	Criss Cross Chair - White	\$ 186.50	\$ 280.00	\$ _____
	6406	Elio Chair	\$ 162.00	\$ 243.00	\$ _____
	6407	Caprice Chair - Black	\$ 162.00	\$ 243.00	\$ _____
	6408	Comet Stack Arm Chair - Black	\$ 227.00	\$ 340.50	\$ _____
	6409	Comet Stack Armless Chair - Black	\$ 211.00	\$ 316.50	\$ _____
	6410	Regal Dining Chair - Brown	\$ 235.00	\$ 352.50	\$ _____
	6411	Sonic Chair - Black	\$ 162.00	\$ 243.00	\$ _____
	6412	Escape Chair - Natural Maple	\$ 162.00	\$ 243.00	\$ _____
	6413	Euro Bar Table Black/Black 30" Round	\$ 292.00	\$ 438.00	\$ _____
	6414	Euro Bar Table Black/Black 36" Round	\$ 300.00	\$ 450.00	\$ _____
	6415	Silk Bar Table Black/Chrome 30" Round	\$ 292.00	\$ 438.00	\$ _____
	6416	Silk Bar Table Black/Chrome 36" Round	\$ 300.00	\$ 450.00	\$ _____
	6417	City Bar Table Maple/Black 30" Round	\$ 292.00	\$ 438.00	\$ _____
	6418	City Bar Table Maple/Black 36" Round	\$ 300.00	\$ 450.00	\$ _____
	6419	Park Ave Bar Table Maple/Chrome 30" Round	\$ 292.00	\$ 438.00	\$ _____
	6420	Park Ave Bar Table Maple/Chrome 36" Round	\$ 300.00	\$ 450.00	\$ _____
	6421	Summit Bar Table White/Black 30" Round	\$ 292.00	\$ 438.00	\$ _____
	6422	Summit Bar Table White/Black 36" Round	\$ 300.00	\$ 450.00	\$ _____
	6423	Blanco Bar Table White/Chrome 30" Round	\$ 292.00	\$ 438.00	\$ _____
	6424	Blanco Bar Table White/Chrome 36" Round	\$ 300.00	\$ 450.00	\$ _____
	6425	Fuze Bar Table	\$ 340.50	\$ 511.00	\$ _____
	6426	Blanco Bar Table - White/Chrome 24" Square	\$ 292.00	\$ 438.00	\$ _____
	6427	Blanco Rectangle Bar Table - White/Chrome	\$ 462.00	\$ 693.00	\$ _____
	6428	Spectrum Bar Table Red	\$ 324.00	\$ 486.00	\$ _____
	6429	Spectrum Bar Table Blue	\$ 324.00	\$ 486.00	\$ _____
	6430	Spectrum Bar Table Purple	\$ 324.00	\$ 486.00	\$ _____
	6431	Spectrum Bar Table Green	\$ 324.00	\$ 486.00	\$ _____

Page 21 (con't)

Page 22

Page 22

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 \$ \_\_\_\_\_  
 Tax 7.500% \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**premium furniture rental**



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6432	Chardonnay Glass & Chrome Bar Table	\$ 421.50	\$ 632.50	\$ _____	Page 23 (cont)
	6433	Zinc Bar Table	\$ 445.50	\$ 668.50	\$ _____	
	6434	Aspen Bar Table	\$ 842.50	\$ 1,264.00	\$ _____	
	6435	Euro Café Table Black/Black 30" Round	\$ 292.00	\$ 438.00	\$ _____	Page 24
	6436	Euro Café Table Black/Black 36" Round	\$ 300.00	\$ 450.00	\$ _____	
	6437	Silk Café Table Black/Chrome 30" Round	\$ 292.00	\$ 438.00	\$ _____	
	6438	Silk Café Table Black/Chrome 36" Round	\$ 300.00	\$ 450.00	\$ _____	
	6439	Park Ave Café Table Maple/Chrome 30" Round	\$ 292.00	\$ 438.00	\$ _____	
	6440	Park Ave Café Table Maple/Chrome 36" Round	\$ 300.00	\$ 450.00	\$ _____	
	6441	City Café Table Maple/Black 30" Round	\$ 292.00	\$ 438.00	\$ _____	
	6442	City Café Table Maple/Black 36" Round	\$ 300.00	\$ 450.00	\$ _____	
	6443	Summit Café Table White/Black 30" Round	\$ 292.00	\$ 438.00	\$ _____	
	6444	Summit Café Table White/Black 36" Round	\$ 300.00	\$ 450.00	\$ _____	
	6445	Blanco Café Table White/Chrome 30" Round	\$ 292.00	\$ 438.00	\$ _____	Page 25
	6446	Blanco Café Table White/Chrome 36" Round	\$ 300.00	\$ 450.00	\$ _____	
	6447	Fuze Café Table	\$ 332.50	\$ 499.00	\$ _____	
	6448	Blanco Café Table White/Chrome 24" Square	\$ 292.00	\$ 438.00	\$ _____	
	6449	Blanco Café Table White/Chrome Rectangle	\$ 462.00	\$ 693.00	\$ _____	
	6450	Spectrum Café Table Red	\$ 316.00	\$ 474.00	\$ _____	Page 26
	6451	Spectrum Café Table Blue	\$ 316.00	\$ 474.00	\$ _____	
	6452	Spectrum Café Table Purple	\$ 316.00	\$ 474.00	\$ _____	
	6453	Spectrum Café Table Green	\$ 316.00	\$ 474.00	\$ _____	
	6454	Aspen Dining Table	\$ 713.00	\$ 1,069.50	\$ _____	
	6455	Brio Dining Table	\$ 972.00	\$ 1,458.00	\$ _____	Page 26
	6456	Tamiri Black Leather High Back Chair	\$ 381.00	\$ 571.50	\$ _____	
	6457	Tamiri Black Leather Mid Back Chair	\$ 324.00	\$ 486.00	\$ _____	
	6458	Tamiri Black Leather Guest Chair	\$ 300.00	\$ 450.00	\$ _____	
	6459	Accord Black Leather High Back	\$ 470.00	\$ 705.00	\$ _____	
	6460	Accord White Leather High Back	\$ 470.00	\$ 705.00	\$ _____	

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

**If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service 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 \$ \_\_\_\_\_  
 Tax 7.500% \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6461	Goal Black Task Chair With Arms	\$ 243.00	\$ 364.50	
	6462	Goal Black Task Chair Armless	\$ 227.00	\$ 340.50	
	6463	Enterprise High Back Black Fabric Conference Chair	\$ 332.50	\$ 499.00	
	6464	Enterprise Mid Back Black Fabric Conference Chair	\$ 300.00	\$ 450.00	
	6465	Enterprise Guest Black Fabric Conference Chair	\$ 275.50	\$ 413.50	\$
	6466	Goal Black Drafting Stool - Arms	\$ 259.50	\$ 389.50	\$
	6467	Goal Black Drafting Stool - Armless	\$ 243.00	\$ 364.50	\$
	6468	42" Round Conference Table - Black	\$ 413.50	\$ 620.50	\$
	6469	42" Round Conference Table - Mahogany	\$ 413.50	\$ 620.50	\$
	6470	Conference Rectangle Table 6' - Black	\$ 705.00	\$ 1,057.50	\$
	6471	Conference Rectangle Table 6' - Mahogany	\$ 705.00	\$ 1,057.50	\$
	6472	Conference Rectangle Table 6' - Maple	\$ 705.00	\$ 1,057.50	\$
	6473	Conference Rectangle Table 6' - White	\$ 745.50	\$ 1,118.50	\$
	6474	Conference Rectangle Table 8' - Black	\$ 761.50	\$ 1,142.50	\$
	6475	Conference Rectangle Table 8' - Mahogany	\$ 761.50	\$ 1,142.50	\$
	6476	Conference Rectangle Table 8' - Maple	\$ 761.50	\$ 1,142.50	\$
	6477	Conference Rectangle Table 8' - White	\$ 802.00	\$ 1,203.00	\$
	6478	Computer Kiosk - Black	\$ 616.00	\$ 924.00	\$
	6479	Computer Kiosk - White	\$ 616.00	\$ 924.00	\$
	6480	Computer Counter	\$ 300.00	\$ 450.00	\$
	6481	Computer Desk	\$ 283.50	\$ 425.50	\$
	6482	5 Shelf Bookcase - Black	\$ 591.50	\$ 887.50	\$
	6483	5 Shelf Bookcase - Mahogany	\$ 591.50	\$ 887.50	\$
	6484	Black Credenza	\$ 551.00	\$ 826.50	\$
	6485	Black Double Pedestal Desk	\$ 632.00	\$ 948.00	\$
	6486	Genoa Storage Credenza - Mahogany - 2 Drawer	\$ 551.00	\$ 826.50	\$
	6487	Genoa Kneespace Storage Credenza - Mahogany	\$ 510.50	\$ 766.00	\$
	6488	Genoa Exec. Desk - Mahogany - Double Pedestal	\$ 656.50	\$ 985.00	\$

Page 26  
(cont)

Page 27

Page 28

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 \$  
 Tax 7.500% \$  
 Grand Total \$

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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

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

**premium furniture rental**

060119-85534

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6489	Vivid Café - Square Table Glass	\$ 510.50	\$ 766.00	\$ _____
	6490	Vivid Café - Rectangle Table Glass	\$ 591.50	\$ 887.50	\$ _____
	6491	Brooklyn II Rect Dining Table	\$ 616.00	\$ 924.00	\$ _____
	6492	Brooklyn II Round Dining Table	\$ 478.00	\$ 717.00	\$ _____
	6493	Aspen Dining Table	\$ 713.00	\$ 1,069.50	\$ _____
	6494	Brio Dining Table	\$ 972.00	\$ 1,458.00	\$ _____
	6495	2 Drawer Vertical File - Letter Size Black	\$ 202.50	\$ 304.00	\$ _____
	6496	2 Drawer Vertical File - Legal Size Black	\$ 259.50	\$ 389.50	\$ _____
	6497	4 Drawer Vertical File - Letter Size Black	\$ 267.50	\$ 401.50	\$ _____
	6498	4 Drawer Vertical File - Legal Size Black	\$ 300.00	\$ 450.00	\$ _____
	6499	2 Drawer Lateral File - Black	\$ 267.50	\$ 401.50	\$ _____
	6500	2 Drawer Lateral File - Black	\$ 316.00	\$ 474.00	\$ _____
	6501	4 Drawer Lateral File - Black	\$ 340.50	\$ 511.00	\$ _____
	6502	Storage Cabinet - Black	\$ 340.50	\$ 511.00	\$ _____
	6503	Display Pedestal 14" x 42" Black	\$ 405.00	\$ 607.50	\$ _____
	6504	Display Pedestal 24" x 42" Black	\$ 494.50	\$ 742.00	\$ _____
	6505	Display Pedestal 18" x 42" Black	\$ 454.00	\$ 681.00	\$ _____
	6506	Display Pedestal 14" x 42" White	\$ 405.00	\$ 607.50	\$ _____
	6507	Display Pedestal 14" x 36" Black	\$ 348.50	\$ 523.00	\$ _____
	6508	Display Pedestal 24" x 36" Black	\$ 494.50	\$ 742.00	\$ _____
	6509	Display Pedestal 14" x 36" White	\$ 348.50	\$ 523.00	\$ _____
	6510	Display Pedestal 24" x 36" White	\$ 494.50	\$ 742.00	\$ _____
	6511	Display Pedestal 14" x 30" Black	\$ 316.00	\$ 474.00	\$ _____
	6512	Display Pedestal 24" x 30" Black	\$ 470.00	\$ 705.00	\$ _____
	6513	Display Pedestal 18" x 30" Black	\$ 332.50	\$ 499.00	\$ _____
	6514	Display Pedestal 14" x 30" White	\$ 316.00	\$ 474.00	\$ _____
	6515	Locking Pedestal Black	\$ 616.00	\$ 924.00	\$ _____
	6516	Locking Pedestal White	\$ 616.00	\$ 924.00	\$ _____
	6517	Fuze Pedestal	\$ 340.50	\$ 511.00	\$ _____
	6518	London Pedestal	\$ 340.50	\$ 511.00	\$ _____

Page 29

Page 30

Page 31

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 \$ \_\_\_\_\_  
 Tax 7.500% \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.  
 Requests made after the deadline will be filled, as available, at the standard rate.  
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

**premium furniture rental**

060119-85534

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**

**October 25, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6519	Stanchion Chrome	\$ 89.50	\$ 134.50	\$
	6520	Stanchion Rope - Red Velour	\$ 49.00	\$ 73.50	\$
	6521	Literature Stand - Black	\$ 227.00	\$ 340.50	\$
	6522	Literature Stand - Aluminum	\$ 227.00	\$ 340.50	\$
	6523	Literature Rack - Black Metal	\$ 235.00	\$ 352.50	\$
	6524	Compact Refrigerator White - 4.0 Cu Ft	\$ 421.50	\$ 632.50	\$
	6525	iPad® Stand Black	\$ 259.50	\$ 389.50	\$
	6526	iPad® Stand Silver	\$ 259.50	\$ 389.50	\$
	6527	Brushed Steel Table Lamp - White	\$ 146.00	\$ 219.00	\$
	6528	Brushed Steel Floor Lamp - White	\$ 211.00	\$ 316.50	\$
	6529	Brushed Nickel Table Lamp - White	\$ 146.00	\$ 219.00	\$
	6530	Brushed Nickel Floor Lamp - White	\$ 211.00	\$ 316.50	\$
	6531	Rubbed Bronze Table Lamp - White	\$ 146.00	\$ 219.00	\$
	6532	Rubbed Bronze Floor Lamp - White	\$ 211.00	\$ 316.50	\$
	6533	Brushed Steel Table Lamp - Red	\$ 146.00	\$ 219.00	\$
	6534	Brushed Steel Floor Lamp - Red	\$ 211.00	\$ 316.50	\$
	6535	Neutrino Steel Floor Lamp - Steel	\$ 211.00	\$ 316.50	\$

Page 32

Page 33

**premium furniture rental**

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 \$

Tax 7.500% \$

Grand Total \$

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

### CUSTOM PLUSH CARPET (requires a minimum order of 100 sq. ft.)

- Berry (51)  
  Blue Mist (68)  
  Burgundy (48)  
  Charcoal (66)  
  Cherry Red (46)  
  Colony Blue (62)  
 Ebony (47)  
  Emerald (67)  
  French Beige (65)  
  Gray Pearl (64)  
  Mocha (61)  
  White (63)

Custom Plush carpet is an upgraded 28 oz. carpet in 12 decorator colors. Custom Plush carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal of carpet specifically cut to your exact measurements. Order must be received by Discount Deadline in order to ensure availability of color selection.

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

Custom Plush Carpet Package includes carpet and padding

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 515.00	\$ 772.50	\$ _____
<input type="checkbox"/>	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 1,029.00	\$ 1,543.50	\$ _____
<input type="checkbox"/>	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 1,543.00	\$ 2,314.50	\$ _____
<input type="checkbox"/>	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 2,057.00	\$ 3,085.50	\$ _____

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

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	331	10 ft. x 10 ft. Custom Plush Carpet	\$ 431.50	\$ 647.50	\$ _____
<input type="checkbox"/>	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 861.50	\$ 1,292.50	\$ _____
<input type="checkbox"/>	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 1,292.00	\$ 1,938.00	\$ _____
<input type="checkbox"/>	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 1,722.00	\$ 2,583.00	\$ _____

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

Please select option(s) below and calculate square footage.

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	328	Custom Plush Carpet	_____ ft. x _____ ft. = _____ sq. ft.	\$ 5.64	\$ 8.47	\$ _____
_____	350	Padded Area Size	_____ ft. x _____ ft. = _____ sq. ft.	\$ 1.55	\$ 2.33	\$ _____
_____	360	Plastic Covering	_____ ft. x _____ ft. = _____ sq. ft.	\$ 0.84	\$ 1.26	\$ _____

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.*

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

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

### STANDARD CARPET

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

Standard carpet is a 13 oz. carpet available in 10 colors in 10 ft. width. Standard carpet price includes rental, installation, removal and front edge taping only. If additional color options are desired, refer to the Custom Plush Carpet Rental form.

### STANDARD CARPET PACKAGE - **INLINE BOOTHS ONLY**

Standard Carpet Package includes carpet & padding

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	309	10 ft. x 10 ft. Standard Carpet & Padding	\$ 279.50	\$ 419.50	\$ _____
<input type="checkbox"/>	310	10 ft. x 20 ft. Standard Carpet & Padding	\$ 558.50	\$ 838.00	\$ _____
<input type="checkbox"/>	311	10 ft. x 30 ft. Standard Carpet & Padding	\$ 836.50	\$ 1,255.00	\$ _____
<input type="checkbox"/>	312	10 ft. x 40 ft. Standard Carpet & Padding	\$ 1,115.50	\$ 1,673.50	\$ _____

### STANDARD CARPET ONLY - **INLINE BOOTHS ONLY**

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	301	10 ft. x 10 ft. Standard Carpet	\$ 177.50	\$ 266.50	\$ _____
<input type="checkbox"/>	302	10 ft. x 20 ft. Standard Carpet	\$ 354.00	\$ 531.00	\$ _____
<input type="checkbox"/>	303	10 ft. x 30 ft. Standard Carpet	\$ 530.00	\$ 795.00	\$ _____
<input type="checkbox"/>	304	10 ft. x 40 ft. Standard Carpet	\$ 705.50	\$ 1,059.50	\$ _____

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

Please select option(s) below and calculate square footage.

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	314	Standard Carpet	_____ ft. x _____ ft. = _____ sq. ft.	\$ 4.74	\$ 7.11	\$ _____
_____	350	Padded Area Size	_____ ft. x _____ ft. = _____ sq. ft.	\$ 1.55	\$ 2.33	\$ _____
_____	360	Plastic Covering	_____ ft. x _____ ft. = _____ sq. ft.	\$ 0.84	\$ 1.26	\$ _____

- 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.*

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

### CLEANING SERVICES

All rental carpets ordered from Fern Exposition and Event Services are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of \$0.21 per sq. ft. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations, food sampling, landscape, etc.

### VACUUM/SHAMPOO/MOP

All rates are based on the total square footage of your exhibit space  
 (100 sq. ft. minimum)

Prices below are per  
 square foot

<input type="checkbox"/>	903	Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.	\$	0.41 (Per Day)
<input type="checkbox"/>	901	Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.	\$	0.43
<input type="checkbox"/>	931	DAILY Vacuum of carpet, empty wastebaskets for space more than 1,000 sq. ft.	\$	0.38

### ESTIMATED CLEANING SERVICE COST

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

<input type="checkbox"/>	Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
	<b>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.</b>	Tax 7.500%	\$ _____
		Grand Total	\$ _____

*Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order.  
 Requests made after the deadline will be filled as work force is available.  
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**cleaning services**

053119-122203





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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Discount Deadline:**  
**October 25, 2019**

### 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	\$ 46.50	\$ 70.00	\$ _____
___	863	11" x 14" Digital	\$ 109.50	\$ 164.00	\$ _____
___	865	14" x 22" Digital	\$ 126.00	\$ 189.00	\$ _____
___	867	7" x 44" Digital	\$ 125.50	\$ 188.50	\$ _____
___	871	14" x 44" Digital	\$ 155.00	\$ 232.50	\$ _____
___	873	22" x 28" Digital	\$ 155.00	\$ 232.50	\$ _____
___	875	28" x 44" Digital	\$ 289.50	\$ 434.50	\$ _____
___	879	24" x 96" Digital	\$ 573.00	\$ 859.50	\$ _____
___	881	48" x 96" Digital	\$ 1,154.50	\$ 1,732.00	\$ _____
___	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$ 36.50	\$ 55.00	\$ _____
___	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$ 40.50	\$ 60.50	\$ _____
___	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$ 37.00	\$ 55.50	\$ _____
___	887	DBL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$ 64.00	\$ 96.00	\$ _____

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	\$ _____
<b>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.</b>	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.*

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Deadline to Return this Form:  
October 11, 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**



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

### Policy Regarding Official Service Contractor and Regulation for Exhibitor Appointed Display House Contractors to Install and Dismantle Displays

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- d. See that the proper type and limits and insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show service, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor,
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantle of their display, providing that the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Show Management and Fern Exposition and Event Services of their intention to utilize an independent contractor no later than the given deadline date, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the exhibitor named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badges as specified in the following article.
3. The independent contractor must furnish Show Management and Fern Exposition and Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Worker's Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work and shall provide Show Management and Fern Exposition and Event Services with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000.00 in Commercial General Liability Insurance and shall provide Show Management and Fern Exposition and Event Services with a certificate of insurance showing coverages and amounts and naming the sponsor, Fern Exposition and Convention Center as coinsured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractors may not solicit business on the exhibit floor.
8. The independent contractors must confine their operation to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Fern Exposition and Event Services. The independent contractors must coordinate all of their activities with Fern Expositions.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Deadline to Return this Form:**  
**October 25, 2019**

### INSTALLATION & DISMANTLE LABOR SERVICES

#### Plan A (Supervised by Fern)

1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

**30%** charge for Fern Supervised services with a minimum of **\$ 72.00**

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

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Plan B (Supervised by Exhibitor Personnel)

1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor will be: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Estimated Display Labor Cost for Advanced Payment

Installation:

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

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

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

Dismantle:

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

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

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

Installation Labor Rate		
Straight Time	\$	72.00
Over Time	\$	108.00

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

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

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

\* 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	\$ _____
Grand Total	\$ _____

*Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.  
 Requests received after deadline date will be filled as work force is available.  
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**display labor service**



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Deadline to Return This Form:**  
**October 25, 2019**

**This form must be completed and submitted if your display is to be set-up and/or dismantled by Fern under Fern supervision.**

### INBOUND SHIPPING AND SET-UP INFORMATION

Shipment being sent to:  Advance Warehouse  Show Site Date of shipment: \_\_\_\_\_ Carrier: \_\_\_\_\_

Number of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Set-up Instructions/Photos:  Attached  With Exhibit / Crate number \_\_\_\_\_

Carpet:  Rented from Fern  With Exhibit Size: \_\_\_\_\_ Color: \_\_\_\_\_

Electrical Placement Drawing:  Attached  With Exhibit Electric Run Under Carpet?  Yes  No

Additional information: \_\_\_\_\_

Graphics:  With Exhibit  Shipped Separately

Additional information: \_\_\_\_\_

Tools and Equipment Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

Carrier:  Fern Transportation  Other \_\_\_\_\_

Level of Service:  Ground  2nd Day  Next Day

### SHIP TO ADDRESS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**BILL TO ADDRESS**  Prepaid  Collect

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

In the event your selected carrier fails to show on final move-out day, please select on of the following options:

Re-route on Fern Transportation  Deliver back to warehouse at exhibitors expense (if available)

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

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

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

**Exhibiting Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**fern supervised labor questionnaire**

053119-123759



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Deadline to Return this Form:**  
**October 25, 2019**

### FORKLIFT TO RIG IN BOOTH

*This form is not for loading and/or unloading of exhibit materials. Please refer to the Material Handling form for rates and instructions.*

#### 4000 lb forklift

1005 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

1007 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

4000 lb forklift		
Straight Time	\$	132.00
Over Time	\$	198.00

#### Estimated Rigging Labor Cost for Advanced Payment

Installation:

**Straight time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

**Over time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

Dismantle:

**Straight time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

**Over time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

*If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a one (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check in at the Fern Exhibitor Service Center to pick up labor. Exhibit representative must also check the labor back in at the upon completion of work. All work is to be done under supervision of the exhibitor or their representative. Straight time rates prevail from 8:00AM to 4:00PM Monday through Friday. Over time rates prevail prior to 8:00AM and after 4:00PM Monday through Friday, and all day Saturday, Sunday and holidays.*

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

Yes, I have completed and included the Payment Authorization Form. Sub Total \$ \_\_\_\_\_

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

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

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**forklift to rig in booth**



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Deadline to Return this Form:**  
**October 25, 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	\$ 0.62	\$ 124.00
B	Shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS	\$ 0.81	\$ 162.00
C	Loose or uncrated shipment or shipment requiring special handling	\$ 0.94	\$ 188.00
L	Shipment received late to warehouse	\$ 0.94	\$ 188.00

#### DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
D	Crated or skidded shipment via common carrier	\$ 0.60	\$ 120.00
E	Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS	\$ 0.75	\$ 150.00
F	Loose or uncrated shipment or shipment requiring special handling	\$ 0.90	\$ 180.00
P	Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier	\$ 44.00	\$ 19.00

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

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**material handling**

060119-100752



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC  
 01-08046-19

**Deadline to Return this Form:  
 October 25, 2019**

### MATERIAL HANDLING GUIDELINES

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

### SHIPPING ADDRESSES

#### ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

**(Exhibiting Company Name)**

c/o Fern Exposition  
 YRC/Zoom Transport  
 2326 Air Park Rd  
 N Charleston, SC 29406

**Yogi Bear's Jellystone Park Symposium** (Booth #)

Shipments must arrive by:  
**3PM Friday, November 1, 2019**

#### DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

**(Exhibiting Company Name)**

c/o Fern Exposition  
 Charleston Convention Center  
 5001 Coliseum Dr  
 N Charleston, SC 29418

**Yogi Bear's Jellystone Park Symposium** (Booth #)

Shipments cannot arrive before:  
**8AM Monday, November 11, 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**





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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00am - 4:00pm. Freight handled on OVERTIME, before 8:00am and after 4:00pm on weekdays and on Saturday, Sunday or a Holiday, an additional 25% per cwt will be charged.

RATES APPLY to each pound subject to the published minimum weight and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flat bed truck, etc.). Material will be unloaded from vans, exhibitor's truck or trucks of others at the convention facility, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Fern Exposition & Event Services will provide steel banding services at \$2.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$54.50 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$150.00 per round trip.

COLLECT SHIPMENTS may be refused or accepted at the option of Fern Exposition & Event Services. In cases where Fern Exposition & Event Services elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to Fern Exposition & Event Services within 24 hours. A twenty-five percent (25%) special service will be added to the freight bill for handling any consignments under these conditions. A \$10.00 MINIMUM fee will apply to this service

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate weight charges for services rendered in accordance with the freight rate schedule will be applied.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Fern Exposition and Event Services. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through Fern Exposition & Event Services, who is prepared to handle local pick-ups and deliveries on a coordinated schedule. In order to minimize congestion and comply with union requirements, all shipments should be channeled through Fern Exposition & Event Services.

EXHIBITS TO BE STORED will be charged at a rate of \$0.05/lb per month, with a minimum monthly rate of \$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.



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**Deadline to Return this Form:**  
**October 25, 2019**

### INBOUND SHIPMENT INFORMATION - FOR EVENT

#### Shipment 1

Shipper: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Carrier: \_\_\_\_\_ PRO #: \_\_\_\_\_

Total # of pieces: \_\_\_\_\_ Total weight: \_\_\_\_\_

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

#### Shipment 2

Shipper: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Carrier: \_\_\_\_\_ PRO #: \_\_\_\_\_

Total # of pieces: \_\_\_\_\_ Total weight: \_\_\_\_\_

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

#### Shipment 3

Shipper: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Carrier: \_\_\_\_\_ PRO #: \_\_\_\_\_

Total # of pieces: \_\_\_\_\_ Total weight: \_\_\_\_\_

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

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

*All orders are subject to the terms and conditions as outlined in the Exhibitor Kit.*

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**inbound shipment information**

053119-122203



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

**This form is not subject  
to a deadline date**

### FERN TRANSPORTATION

Fern offers personalized service with a representative who is an expert in exhibit transportation and is familiar with all details pertaining to each tradeshow. We also provide pre-printed labels and shipping documents for inbound and outbound shipments. For your convenience, our representative will be on show site and available to assist with all your transportation needs.

*Note: If Fern Transportation is not your freight carrier, please do not return this form.*

#### SERVICE SELECTION (select the following)

<b>Level of Service:</b>	<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>
<b>Special Handling:</b>	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Pick-up	<input type="checkbox"/> Inside Pick-up	
<b>Declared Value:</b>	<input type="text"/>	Insurance cost (min. \$100): \$4.25 per \$100.00		

**For a quote, please contact Fern Transportation at: Toll Free: 800.513.1209 / Local: 513.297.2374 / Fax: 513.297.2377**

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

**PICK UP ADDRESS**                      **PICK-UP DATE:** \_\_\_\_\_                      **FACILITY HOURS:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### BILL TO ADDRESS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

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

#### PACKAGE DESCRIPTION

Pkg #1 Description:	Est. Wt.:
Pkg #2 Description:	Est. Wt.:
Pkg #3 Description:	Est. Wt.:
Pkg #4 Description:	Est. Wt.:
Pkg #5 Description:	Est. Wt.:
<b>Total Estimated Weight:</b>	

#### SPECIAL INSTRUCTIONS

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

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

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

**Exhibiting Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**inbound exhibit transportation - fern transportation**

# ROUND-TRIP SHIPPING

WITH MATERIAL HANDLING

★ ONLY FROM FERN ★

SAVE UP TO 30%



## Freedom Shipping

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



HOME PICKUP



SHOW SITE DROPOFF



SHOW FLOOR DELIVERY



PRIORITY EMPTY RETURN



RELOAD & SEND HOME

Book your shipment now!

Call 317-918-8241 Email [pdevine@fernexpo.com](mailto:pdevine@fernexpo.com)

fern

**EXHIBIT MATERIAL**

***RUSH***

**ADVANCE WAREHOUSE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**YRC/Zoom Transport**

**2326 Air Park Rd**

**N Charleston, SC 29406**

**Yogi Bear's Jellystone Park  
Symposium**

Booth Number: \_\_\_\_\_

**Must Arrive By:  
3PM Friday, November 1, 2019**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**ADVANCE WAREHOUSE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**YRC/Zoom Transport**

**2326 Air Park Rd**

**N Charleston, SC 29406**

**Yogi Bear's Jellystone Park  
Symposium**

Booth Number: \_\_\_\_\_

**Must Arrive By:  
3PM Friday, November 1, 2019**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**Charleston Convention Center**

**5001 Coliseum Dr**

**N Charleston, SC 29418**

**Yogi Bear's Jellystone Park  
Symposium**

Booth Number: \_\_\_\_\_

**Cannot Arrive Before:  
8AM Monday, November 11, 2019**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**Charleston Convention Center**

**5001 Coliseum Dr**

**N Charleston, SC 29418**

**Yogi Bear's Jellystone Park  
Symposium**

Booth Number: \_\_\_\_\_

**Cannot Arrive Before:  
8AM Monday, November 11, 2019**

**fern**



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

## Yogi Bear's Jellystone Park Symposium

November 12 - 13, 2019

Charleston Convention Center, Charleston, SC

01-08046-19

### 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)

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

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

Special Handling:     Lift-Gate     Residential Delivery     Inside Delivery

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

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

### SHIP TO ADDRESS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### BILL TO ADDRESS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### EXHIBITOR SHIPMENT AUTHORIZATION

Signature X

Printed Name

Emergency/Mobile Phone #

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

### PACKAGE DIMENSIONS

Pkg #1 Dimensions: \_\_\_\_\_ Est. Wt.: \_\_\_\_\_

Pkg #2 Dimensions: \_\_\_\_\_ Est. Wt.: \_\_\_\_\_

Pkg #3 Dimensions: \_\_\_\_\_ Est. Wt.: \_\_\_\_\_

Pkg #4 Dimensions: \_\_\_\_\_ Est. Wt.: \_\_\_\_\_

Pkg #5 Dimensions: \_\_\_\_\_ Est. Wt.: \_\_\_\_\_

**Total Estimated Weight:** \_\_\_\_\_

### SPECIAL INSTRUCTIONS

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

**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**

053119-122203

**NORTH CHARLESTON  
COLISEUM**



**NORTH CHARLESTON  
PERFORMING ARTS CENTER**

**CHARLESTON AREA CONVENTION CENTER**

---

R. Keith Summey  
Mayor

General Manager

# **CHARLESTON AREA CONVENTION CENTER**

## **FACILITY INFORMATION**

**REVISED JULY 2019**







# TABLE OF CONTENTS

<b>1.0 INTRODUCTION .....</b>	<b>5</b>
1.1 CHARLESTON AREA CONVENTION CENTER CAMPUS.....	5
1.2 EVENT MANAGEMENT AND COORDINATION .....	5
1.3 RESIDUAL MATTERS.....	6
<b>2.0 CENTER SPECIFICATIONS .....</b>	<b>7</b>
2.1 AUDIO/VISUAL.....	7
2.2 CEILING.....	7
2.3 ELECTRICAL.....	7
2.4 ELEVATOR.....	8
2.5 EXHIBIT HALL SPECIFICATIONS .....	8
2.6 LIGHTING .....	9
2.7 LOADING DOCK .....	9
2.8 MOVEABLE AIR-WALLS.....	9
2.9 PLUMBING / COMPRESSED AIR.....	9
2.10 RESTROOMS.....	9
2.11 RIGGING / STEEL GRID.....	9
2.12 TELECOMMUNICATIONS.....	10
<b>3.0 GENERAL PROVISIONS .....</b>	<b>12</b>
3.1 AISLE SPACE .....	12
3.2 CAPACITY LEVELS .....	12
3.3 DAMAGES.....	12
3.4 EARLY EVENT MOVE-IN.....	12
3.5 EMPLOYEE IDENTIFICATION .....	12
3.6 EQUIPMENT RENTAL .....	12
3.7 EVENT ESTIMATE .....	13
3.8 FOOD / BEVERAGE.....	13
3.9 GRATUITIES .....	13
3.10 HELIUM .....	13
3.11 INSURANCE .....	13
3.12 PACKAGE INSPECTION.....	13
3.13 PARKING .....	13
3.14 SHOW OFFICES / KEYS .....	14
3.15 SMOKING.....	14
3.16 STAGEHAND / RIGGING LABOR SERVICES.....	14
<b>4.0 FIRE AND SAFETY.....</b>	<b>15</b>
4.1 FIRE DOORS.....	15
4.2 FIRE REGULATIONS.....	15
4.3 FIRE WATCH.....	15
4.4 MEDICAL .....	15
4.5 NEAREST HOSPITAL .....	15

4.6	SAFETY .....	16
4.7	SECURITY .....	16
4.8	VEHICLES ON DISPLAY .....	16
<b>5.0</b>	<b>SERVICE CONTRACTOR / DECORATOR GUIDELINES.....</b>	<b>17</b>
5.1	PRX EXPOSITION SERVICES.....	17
5.2	BONEYARD & CRATE STORAGE.....	17
5.3	CARPET .....	17
5.4	CLEANING.....	17
5.5	SENIOR EVENT COORDINATOR / EVENT COORDINATOR.....	18
5.6	FREIGHT.....	18
5.7	FLOOR PLAN APPROVAL.....	18
5.8	INSURANCE .....	18
5.9	LOADING DOCK .....	18
5.10	LOAD-IN / OUT ENTRANCES .....	19
5.11	MATERIAL / EQUIPMENT MOVEMENT AND VEHICLES .....	19
5.12	REGISTRATION.....	19
5.13	SERVICE ORDER FORMS.....	19
5.14	STAGING AND MARSHALLING AREA.....	20
5.15	SUB-CONTRACTORS .....	20
5.16	TAPE AND RESIDUE.....	20
5.17	UTILITIES .....	20
<b>6.0</b>	<b>FLOORPLANS.....</b>	<b>21</b>
<b>7.0</b>	<b>SERVICE ORDER FORMS.....</b>	<b>24</b>

## 1.0 INTRODUCTION

General information, policies and procedures that affect the use of the Charleston Area Convention Center, North Charleston Coliseum and North Charleston Performing Arts Center (**Facilities**) can be found in the [Facility User Guide](#), available upon request.

### 1.1 CHARLESTON AREA CONVENTION CENTER CAMPUS

The Facilities are owned by the City of North Charleston. Rental of the Charleston Area Convention Center exhibit halls and overall management of the Facilities is handled by SMG.

Embassy Suites Charleston Area Convention Center, also located on property, leases the ballroom and meeting room space from the City of North Charleston. Inquiries into rental of those spaces should be directed to Embassy Suites at (843) 747-1882 x 2067.

In summary, the Facilities consist of:

- 76,960 square foot exhibit hall, divisible into four separate rooms (SMG)
- 25,000 square foot ballroom, divisible into six separate rooms (Embassy Suites)
- 14 meeting rooms (Embassy Suites)
- 13,000 seat North Charleston Coliseum with 2 meeting rooms (SMG)
- 2,341 seat North Charleston Performing Arts Center (SMG)
- 7,400 square foot Montague Terrace (SMG)

### 1.2 EVENT MANAGEMENT AND COORDINATION

Following the execution of the License Agreement for the event, the Charleston Area Convention Center (**Center**) will assign an Event Coordinator to work with planning and implementation of your event. The Event Coordinator will be in contact and remain as the primary Center liaison through the conclusion of the event.

The major function of the Event Coordinator is to gather all event information and disseminate that information to the Operating Departments. These departments include building services, event staff, custodial, changeover, audio/visual, emergency medical services, electrical, telecommunications, food & beverage, and other technical services.

The Event Coordinator will secure and coordinate pertinent information including:

- Floor plans, meeting room diagrams and setups
- Expense estimates
- Move-in and move-out schedule
- Appropriate staffing (ushers and security)
- Ticketing arrangements / Box Office requirements
- Equipment rentals
- Technical Services Personnel
- Parking requirements
- Final settlement / Billings

It is important to remember that the Facilities are multi-purpose. We may have simultaneous events in the Facilities as well as in the Center. The Event Coordinator will rely on the information received to coordinate public areas for multiple events. By advance receipt of this information, your Event Coordinator will ensure the smooth operation of your event.

### **1.3 RESIDUAL MATTERS**

Any matters not expressly covered by the Facility Information or Facility User Guides shall be determined by the General Manager of the Facilities. We reserve the right to alter and/or amend these Guides.

## **2.0 CENTER SPECIFICATIONS**

### **2.1 AUDIO/VISUAL**

The Center is equipped with house sound with CD, Public Address, Intercom and radio capabilities. Please pre-arrange your A/V needs with the Event Coordinator. Also available are portable sound systems placed where A/V ports are available. A/V connections are located in every wall box inside the exhibit halls and from designated floor boxes in Exhibit Hall A, B, and C.

All other A/V equipment needs can be contracted out through the Center or through Licensee. Please place requests through your Event Coordinator.

### **2.2 CEILING**

The height from floor to ceiling in the exhibit halls is 37 feet. Floor to bottom of the truss height is 30 feet.

### **2.3 ELECTRICAL**

The Exhibit Halls are equipped with electrical services in floor boxes located on 30' x 30' centers (72 boxes total). Electrical service is also available upon request in all meeting rooms and ballrooms throughout the Center. The Exhibit Hall floor boxes shall be protected with plastic sheets (especially against plant matter) as deemed necessary by the Center.

The Ballrooms are equipped with electrical services in floor boxes located on 30' x 30' centers (18 boxes total). The Ballroom floor boxes shall be protected with plastic sheets (especially against plant matter) as deemed necessary by the Center.

The Meeting Rooms are equipped with perimeter wall receptacles as well as high power disconnect located above the drop ceiling.

#### **In summary, the Exhibit Halls can accommodate:**

Floor boxes:

- (1) 20 amp 120/208V- 3 ph outlet
- (3) 20 amp 120V - 1 ph outlets
- (1) 100 amp 120/208V - 3 ph pin & sleeve outlet

Perimeter wall boxes:

- (3) - 20amp 120V - 1 ph outlets

Ceiling Power:

- (2) – 277/480 60 AMP 3ph per Exhibit Hall

High power service:

- (1) 400 amp 120/208V - 3 ph service in the rear of each hall (3 Total)

**In summary, the Ballrooms can accommodate:**

Floor boxes:

- (3) 20 amp 120V - 1 ph outlet
- (1) 20 amp 120/208V - 3 ph outlet receptacle

Perimeter wall receptacles:

- (1) 20 amp - 1 ph in shared breaker wall outlets

High Power Service:

- (1) 400 amp 120/208V - 3 ph service (2 Total) (Ballroom B and Ballroom C2)
- (1) 200 amp 120/208V - 3 ph service (1 Total) (Ballroom A)
- (1) 100 amp 120/208V - 3 ph service (1 Total) (Ballroom B)

**In summary, the Meeting Rooms can accommodate:**

Perimeter wall receptacles:

- (2) 20 amp - 1 ph in shared breaker wall outlets per Meeting Room

High Power Services: (available in Mtg. Rms. 1, 3, 4, 5, 7, 9, 11, 13, 14)

- (1) 100 amp 120/208V - 3 ph service disconnect above drop ceiling

Typical Electrical Services offered (at prevailing rate):

- > 120 Volt up to 2400 Watts/20 Amps outlet
- > 208 Volt, 60 Amp, Single or Three Phase Connection
- > 480 Volt, 60 Amp, Three-Phase Connection
- > 208 Volt, 20/30 Amp, Single Phase Connection
- > 208 Volt, 100 Amp, Single or Three Phase Connection
- > Ballroom Production Power – 400 Amp

Additional services are available. See Electrical Service Request form for further information.

**2.4 ELEVATOR**

The Center has one passenger elevator located in the pre-function area near Meeting Room 3. There is also one cargo elevator located in the service corridor to assist with loading and unloading in the meeting room areas.

**2.5 EXHIBIT HALL SPECIFICATIONS**

Room	Dimensions						Room Capacities				Exhibit Capacities
	Square Feet	Square Meters	Size in Feet	Size in Meters	Coiling Ht. In Feet	Coiling Ht. In Meters	Theatre	Classroom	Reception	Banquet	10'x10' Booths
<b>Exhibit Hall</b>											
Exhibit Hall A1	15,340	1,438	130 x 118	39 x 36	30.0	9.25	2,191	959	1,534	1,278	81
Exhibit Hall A2	11,700	1,073	130 x 90	39 x 27	30.0	9.25	1,671	731	1,170	975	60
Exhibit Hall A Combined	27,040	2,520	130 x 208	39 x 62	30.0	9.25	3,863	1,690	2,704	2,253	141
Exhibit Hall B	24,960	2,320	120 x 208	36 x 62	30.0	9.25	3,566	1,560	2,496	2,080	139
Exhibit Hall C	24,960	2,332	120 x 208	36 x 62	30.0	9.25	3,566	1,560	2,496	2,080	145
All Combined	76,960	7,175	370 x 208	111 x 62	30.0	9.25	10,994	4,810	7,696	6,413	425

*Room capacities will vary based on client needs.*

## **2.6 LIGHTING**

The Center is equipped with metal halide lights as well as dimmable quartz lights for your event. Production lighting must be contracted outside the Center.

## **2.7 LOADING DOCK**

The Center has 9 cargo bays and 2 loading ramps to accommodate your event. There are 3 cargo doors, one per exhibit hall. There is shore power available at an additional cost. All drivers are required to chock their wheels to avoid any potential accidents.

Event management is allocated two loading dock passes by the Event Coordinator. All other exhibitors / attendees must park in designated areas as directed by the Center or Facility Parking.

Cargo Door Dimensions:

Exhibit Hall A - 16' x 16'

Exhibit Hall B - 16' x 20'

Exhibit Hall C - 16' x 16'

## **2.8 MOVEABLE AIR-WALLS**

The air-walls in the exhibit halls are to be moved by Center personnel only. The labor for installation of air-walls will be an additional cost to an event at the prevailing rate.

## **2.9 PLUMBING / COMPRESSED AIR**

Water service is conveniently available throughout the exhibit halls at all columns (60'x150'). Drains are included in all floor boxes. Compressed air lines are located in the ceiling.

Additional services are available. See Plumbing Service Request form for further information.

## **2.10 RESTROOMS**

There are 3 Men's / 3 Women's restrooms inside the Center that open to the exhibit halls as well as to the lobbies. Baby changing stations are available in each restroom.

## **2.11 RIGGING / STEEL GRID**

Hall A – 21 beams on 6' centers – 208' long steel beams running N to S

Hall B – 19 beams on 6' centers – 208' long steel beams running N to S

Hall C – 19 beams on 6' centers – 208' long steel beams running N to S

2000 lb. Maximum capacity – each beam

800 lb. Maximum per point

1000 lbs. Maximum at apex

The Center may prohibit the rigging of any item(s) not approved in advance or not in compliance with the approved request for rigging.

Rigging plot must be submitted for approval by the facilities no later than 4 weeks prior to designated load-in date. For additional information, see section 3.16.



## 2.12 TELECOMMUNICATIONS

The Exhibit Halls provide telecommunication services (Voice, Data & Cable TV) via Wi-Fi (Wireless) and through ports in a floor box grid on 30' x 30' centers and perimeter wall boxes. Ballrooms provide telecommunication services (Voice, Data & Cable TV) via Wi-Fi (Wireless) and through ports in a floor box grid on 30' x 30' centers and perimeter in combo wall outlets. Telecommunication services are also available in all Meeting Rooms throughout the Center. Personal networking equipment allowed in the facility is limited to Switches / Hubs, PC / Laptop, Network Cards (including Wi-Fi), and Network Patch Cords. DHCP Equipment (hardware that issues TCP/IP addresses, i.e. routers, access points, proxy servers, etc) are not allowed to be connected to the facility provided Internet services. All TCP/IP addresses will be provided via the facility. You must handle set-up / maintenance of any Personally Owned equipment for the duration of the event. Labor for set-up can be provided through the Center at prevailing rates.

Typical Telecommunication Services and equipment offered (at prevailing rates):

- Standard Analog Line.
- Long Distance Service
- Extension of Outside Services (Analog "POTS" line; ISDN; T1) extended to location.
- Single Line Telephone Handsets & Multi-Line Digital Telephone Handsets.
- Analog Teleconferencing Unit (No Video).
- Individual High Speed Internet Connection (Wired or Wi-Fi (Wireless)).
- Premium High Speed Internet Connection (Initial connection 5 Mbps; additional in 5 Mbps increments).
- Networking equipment rental (switches).
- Basic Cable TV Service w/ capability to patch Customer Provided Videos to be viewed on lower (VHF) TV channels.
- HD Cable TV

\*\* Additional services are available. See Telecommunications Service Request Form for further information.

### Telecommunications FAQ's:

- **Broadband Access to the Internet / Ethernet availability (cat-5)?**  
*Yes; Ethernet (cat-5)*
- **What is the size of the Premium Internet Access you offer?**  
*The bandwidth is sold in 5Mbit increments (Premium Connection(s)). Internet access rates for individual devices available also (See Service Order Form).*
- **What does 512K or a Premium cost?**  
*Premium Service must be requested two weeks in advance and customer must call for prevailing rates. "High Speed Internet" is offered per current Telecommunications Service Request Form.*
- **What is the duration for internet service?**  
*By Week / Event, whichever is shorter.*
- **What type of interface is used to access the Internet?**  
*RJ 45 jack or WiFi.*
- **What is the set up time to get this completed / How much lead time is needed?**  
*Two Weeks (10 working days).*

- **Need to use dynamic assigned IP address (Yes / No)?**  
*Yes. DHCP.*
- **Are static IP available if needed?**  
*Yes.*
- **Do you offer publicly routable IP address?**  
*Yes.*
- **Do you offer completely open internet access with no restrictions?**  
*Bandwidth controlled via access codes for both wireless and wired Internet.*
- **What are your Internet access restrictions - No NAT.**  
*The DHCP Client IP's are NAT'ed (provides some degree of firewall) but no Hardware / Software firewall provided.*
- **Are there any port restrictions?**  
*None known on the Public IP's. VPN Pass-through.*
- **Who is your onsite resource to work with if issues - facility employee or subcontractor?**  
*Facility employee      Telecomm Supervisor (Artie Ortiz);  
Network Technician (Debbie Sandefur)*
- **Standard Analog / POTS line dialing instructions... such as a long distance code or dial '9' before dialing?**  
*When ordered unrestricted, there are no long distance codes to dial, but either way you must dial 9 for outside access. (Long distance charges apply.)*

## **3.0 GENERAL PROVISIONS**

### **3.1 AISLE SPACE**

Aisles must be kept a minimum of 8' at all times. Any obstructions or non-compliant spaces will be removed or altered to meet standards.

### **3.2 CAPACITY LEVELS**

The Center will not permit spaces to be occupied greater than capacity. For events with anticipated large attendance, the City of North Charleston Building Department will set the capacity limit.

Event staffing, at additional cost to Licensee, will be required for events of large attendance to insure proper evacuation and safety for attendees.

### **3.3 DAMAGES**

A pre-event / post-event walk through with the Event Coordinator is required. Notify the Event Coordinator of any damage that occurs during the course of your event. Event management will be informed of any damages with a damage report and a photograph when applicable. The cost of the repair of damages is the Licensee's responsibility. The Center will coordinate all repairs.

### **3.4 EARLY EVENT MOVE-IN**

If a decorator and/or show management wishes to come in earlier than the contracted time period (and the facility is available), they may do so if and only if they provide insurance coverage for the extra time they wish to be in the facility.

Exhibitors can not come in early, unless prior arrangements have been made and show management agrees to cover all costs associated with an early exhibitor load-in. This could include labor for marshalling, service desk coverage, Building Services technicians, etc.

### **3.5 EMPLOYEE IDENTIFICATION**

At Facilities option, Licensee and/or Contractor employees may be required to sign in and out and wear temporary identification.

### **3.6 EQUIPMENT RENTAL**

Rental equipment and the prevailing rates are listed on a separate rate schedule in the Facility User Guide. Facilities equipment must be set up and operated by authorized Facilities personnel. Labor charges for operators will be in addition to the rental charge for equipment. Use of rental equipment is conditional upon safe operation.

Forklifts / scissor lifts / pallet jacks are not for rent from the Center to outside contractors. Lifts are to be used only by a licensed Facility operator.

### **3.7 EVENT ESTIMATE**

An estimate will be prepared in the pre-contract phase of the event. The Event Coordinator will contact Licensee and discuss your preliminary labor and equipment needs. An estimate for Labor/Equipment will be shown in the Miscellaneous section of the License Agreement.

### **3.8 FOOD / BEVERAGE**

#### **Catering:**

Centerplate is the exclusive provider of food and beverage service at the North Charleston Coliseum, North Charleston Performing Arts Center and the Charleston Area Convention Center Exhibit Hall Concessions, hereon referred to by Centerplate as the Facilities. Embassy Suites is the exclusive provider of food and beverage service in the Charleston Area Convention Center Ballrooms and Meeting Rooms. Centerplate and Embassy Suites are both preferred food and beverage catering providers in the Charleston Area Convention Center Exhibit Halls. For alcohol sales in the Exhibit Halls, Centerplate Catering holds the exclusive rights on this service.

#### **Concessions:**

The Center has three concession stands with full food and beverage capabilities. Centerplate Catering is the exclusive provider of food / beverage services in the exhibit hall concession stands. Food and beverage service includes, but is not limited to, the sale of beverages (alcoholic or otherwise) and food items. For complete rules and regulations see the Facility User Guide.

### **3.9 GRATUITIES**

SMG policy prohibits any Center employee from accepting gifts, gratuities, or any other favors from parties doing business with the Center.

### **3.10 HELIUM**

The use of helium is allowed inside the Convention Center. There will be a charge for removal if all helium devices (balloons, etc) are not removed by the Client.

### **3.11 INSURANCE**

Licensee and their sub-contractors are required to provide a certificate of insurance. Specific requirements are referenced in the license agreement.

### **3.12 PACKAGE INSPECTION**

Cartons, packages or other containers brought in or removed from the Center by event personnel, exhibitors or service contractors may be subject to inspection.

### **3.13 PARKING**

The Facilities charge a parking fee to all users of its parking areas at the prevailing rate on event days. Overnight parking on the property is prohibited unless approved by the Center. Exhibits must not be placed outside the Facilities in any parking areas unless that area has been contracted as exhibit space. There is on-site parking for 2,128 vehicles to be shared between all the Facilities.

Parking in the loading dock areas, in front of building/plaza to load and unload, or inside any building (except for loading or unloading) is prohibited. Parking in front of the building to load/unload is prohibited and vehicles can be towed at the owner's expense.

Parking is an additional cost to event. The Facility Parking System has exclusive rights to parking on premises.

Parking Options are:           \$5.00 per car / per day

A Parking buy-out constitutes the purchasing of available parking spaces at the Facilities, allowing your guests, attendees or exhibitors to park at no charge. This does not include an exclusive buy-out of any particular Parking Lot, or parking spaces, at the Facilities.

### **3.14 SHOW OFFICES / KEYS**

Show offices A & C are available to Licensee at no additional charge. Requests for keys for the show offices should be made through the Event Coordinator. Up to four keys per room will be issued at no charge. Additional keys will be charged at the prevailing rate. All keys must be returned on the last day of the event. Charges for keys not returned will be charged at the prevailing rate. One telephone will be provided in show office at no additional expense to Licensee.

### **3.15 SMOKING**

Smoking is not permitted inside any portion of the Facilities at any time. Smoking is restricted to outside the buildings only. The Licensee must cooperate with enforcing the no-smoking policy.

### **3.16 STAGEHAND / RIGGING LABOR SERVICES**

Production and exhibitor rigging is an exclusive service that must be supervised and installed by the Facilities. Approval is required for rigging locations in public areas, subject to multiple-event requirements. Approval of on-site rigging requests or changes is subject to availability of personnel.

Specific rigging guidelines are provided through the Facilities Operations Department. Requests and rigging plot diagrams should be submitted for approval a minimum of 4 weeks in advance of the event. The Facilities may prohibit the installation of any item(s) not approved in advance or not in compliance with the approved request for rigging. All rigging must comply with appropriate Federal and State regulations.

## **4.0 FIRE AND SAFETY**

Main Fire and Safety information can be found in the Facility User Guide.

### **4.1 FIRE DOORS**

Licensee and/or Contractor must adhere to a 10 - 15 foot clearance from all fire doors. The Center holds rights to relocate obstructions or remove them completely if in violation.

### **4.2 FIRE REGULATIONS**

Licensee and/or Contractor must comply with all Federal, State and local fire and building codes which apply to places of public assembly. All curtains, bunting, draping, etc. must be flameproof.

Licensee and/or Contractor may not, or permit exhibitors to, obstruct or obscure visibility from show floor to any marked Fire Exit, Hose/Extinguisher Cabinet, or Pull Station.

### **4.3 FIRE WATCH**

A Fire Watch is required at the Facilities discretion for events containing a high proportion of combustible materials, for security/safety matters or for events that contain conditions described in our Facility User Guide.

Circumstances where fire watch, permit(s) or after-hours site inspections may be applicable, include, but are not limited to:

- a. Use of pyrotechnics
- b. Use of open flame
- c. Vehicles parked inside

Labor will be an additional expense to event at the prevailing rate.

### **4.4 MEDICAL**

Medical services are recommended for all events. Arrangements for proper coverage can be made through the Facilities. A First Aid room is available for use at no additional charge.

Labor will be additional expense to event at the prevailing rate. Center has the right to impose this labor as deemed fit for security/safety matters.

### **4.5 NEAREST HOSPITAL**

Bon Secours St. Francis Hospital  
2095 Henry Tecklenburg Drive  
Charleston, SC 29414  
Telephone: 843-402-1000  
5 Miles from Center / 10 minute drive

#### **4.6 SAFETY**

Licensee and/or Contractor must comply with all Federal, State and local safety regulations that apply to places of public assembly, including proper use of harnesses and other safety equipment and operator certification.

#### **4.7 SECURITY**

A minimum level of security personnel is required for all events. Security levels for non-public events (conventions, trade shows) are determined jointly by the Licensee and the Facilities' representative. Security levels for consumer and public ticketed events are determined by the Facilities. Door guards, badge checkers, security guards or off-duty police officers are used as needed. Center has the right to impose this labor as deemed necessary for security/safety matters. Labor is an additional expense to event at the prevailing rate.

A copy of the Facilities Emergency Plan is available upon request.

Due to the diverse nature of the events and the size of the Center, we maintain our own 24-hour Command Center Staff responsible for basic building security and the safeguard of Center property. The Event Coordinator will be your contact for any additional security needs you may have.

**The Center is not responsible for any lost or stolen articles.**

#### **4.8 VEHICLES ON DISPLAY**

Vehicles on display within an exposition facility shall comply with NFPA 101 Life Safety Code 12.7.4.4

Vehicles:

- a. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 38 L (10 gal) of fuel, whichever is less.
- b. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
- c. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- d. Fueling or defueling of vehicles shall be prohibited.
- e. Vehicles shall not be moved during exhibit hours.

Display vehicles are prohibited from the Plaza Areas and Parking Lots of the Facility

## **5.0 SERVICE CONTRACTOR / DECORATOR GUIDELINES**

### **5.1 PRX EXPOSITION SERVICES**

The PRX Exposition Services is the preferred, non-exclusive decorating company at the Center. For further inquiries, please contact (980) 313-1826.

### **5.2 BONEYARD & CRATE STORAGE**

Service Contractor/Decorator's (Contractor) floor plans will indicate boneyard/crate storage locations. Storage areas may not block access to any door, fire hose/extinguisher cabinet or pull station. Contractor will respond to Center's reasonable request for consolidation / cleanup of storage areas during the event. Pallets or other Contractor or exhibitor packing material left on property will be subject to a disposal charge.

### **5.3 CARPET**

Show carpet will be properly stretched to eliminate uneven walking surfaces; and secured at edges and seams with professional double-sided carpet tape. In occurrence of uneven carpeted areas, areas must be marked with caution tape, supplied by the Contractor.

### **5.4 CLEANING**

The Center will provide limited general cleaning services; however, it is the responsibility of the Licensee and/or Contractor to clean show areas. During the event, the Center's Custodial Department will maintain all public common areas such as lobbies, hallways, and restrooms except when those areas are utilized as exhibition space. The Center will not provide cleaning equipment for areas that are the Contractor's responsibility.

The Licensee or designee will be responsible for the removal of all bulk trash, crates, lumber and packing materials during the term of the lease (move-in/show/move-out dates). The removal of bulk trash is applicable to exhibit halls, meeting rooms and pre-function areas; e.g., registration, show offices. Bulk trash is defined as all trash, boxes, packing materials and other items not easily removed by a standard push broom or vacuum. Any costs incurred by the Center for trash not removed by the Licensee will be charged to Licensee at the prevailing rate.

*Pre-event:* Licensee or designee will perform a final cleanup. All exhibitor trash is to be removed and cardboard is to be broken down and disposed of properly. Contractor is responsible for booth spaces, carpeted and non-carpeted space, boneyard area, service desk area and designated loading dock areas, unless otherwise specified by Licensee.

*During the event:* Licensee will designate who will maintain its back-of-house areas (service desk, boneyard, storage, etc). Contractor is responsible for booth spaces, carpeted and non-carpeted space, boneyard area, service desk area and designated loading dock areas, unless otherwise specified by Licensee.

*Post-event:* Licensee or designee will leave the premises in "broom-clean" condition (no trash or debris left which cannot be swept up by ordinary means). All exhibitor trash is to be removed and cardboard is to be broken down. The Center will be left as it was found. Cleanup of special effect items; e.g., glitter, confetti, balloon drops, etc.; will be charged to Licensee at the prevailing rate.



A dumpster fee of \$675.00 per compactor container removed will be imposed for large volumes of trash and/or bulk trash removal. The Center will charge Licensee for any additional trash hauls necessary due to event operations.

A construction dumpster fee of \$478.00 will be imposed for bulk trash removal of items not suitable for standard compactor.

A post-event walk through with the Center and Contractor is required.

## **5.5 SENIOR EVENT COORDINATOR / EVENT COORDINATOR**

The Facilities' Event Coordinator is the Contractors main contact for all aspects of the event. Contractor is expected to comply with the Event Coordinator's requests, direction and Center guidelines, particularly as to safety and security matters.

## **5.6 FREIGHT**

All event-related freight must be addressed to Licensee or Contractor and consigned through Contractor. Freight sent directly to the Center must arrive during the licensed period and must be accepted and handled by Contractor. The Center will not accept freight addressed to the Center or Center Staff or which arrives prior to load-in date or after the load-out.

## **5.7 FLOOR PLAN APPROVAL**

The Center's exhibit and registration floor plan approval process incorporates policies mandated by the City of North Charleston Fire Department. The Event coordinator can provide guidelines for floor plan layout.

No later than two weeks prior to event, contractors will submit for the Center and Fire Marshall approval a detailed full size, drawn to scale floor plan for any area being used for exhibits or displays, including permanently carpeted areas. Plans will show aisle width, clearance from walls, doors and fire cabinets, location of boneyard/crate storage and exhibit area layout. In general, your floor plan should conform to the exhibit hall utility grid. Non-approved floor plans will be returned to Licensee with explanations. Licensee must re-submit copy of floor plan for approval.

## **5.8 INSURANCE**

Licensee and/or Contractors must have a current insurance certificate on file with the Center. If early load-in dates are to be approved, insurance is required for the added dates (outside of contract period) and must be received prior to the first load-in date.

## **5.9 LOADING DOCK**

Contractor will be assigned dock spaces on a per event basis. Center has responsibility for dock-master control. Contractor is to adhere to dock-master control. One "working" trailer is permitted in the loading dock area during show dates. All other trailers must be removed to designated areas.

The loading docks and service corridors are hazardous areas. Contractor will ensure employee attention to safety, trip and fall hazards, etc. Where possible, equipment such as forklift attachments, carpet rolls, etc., should be stored in trailers and not on the loading dock.

All Fire Exit doors are to remain clear from freight and other Contractor equipment for the duration of the load-in, load-out and show dates. The Center cannot be held responsible for any Contractor equipment remaining on loading docks after show contractual dates and reserves the right to dispose of said equipment as deemed necessary. Center reserves the right to remove any item that block designated fire exit areas. Center cannot be held responsible for damages to items as result of this removal.

### **5.10 LOAD-IN / OUT ENTRANCES**

All load-in/out is through the loading dock. Front-of-house entrances will never be used for load-in/out. Contractors and/or Licensee will be held responsible for any damage to the Center due to load-in/out. Contractor is required to inspect the premises with the Event Coordinator to note any pre-existing damage.

### **5.11 MATERIAL / EQUIPMENT MOVEMENT AND VEHICLES**

Equipment and freight shall be loaded/unloaded in the dock area. Vehicles are not to be driven into the exhibit hall unless pre-approved by the Center.

Motorized vehicles or bicycles may be operated in the Center's exhibit halls during move-in/move-out days only. The use of gasoline-powered vehicles is prohibited inside the Center. Persons under age of sixteen (16) will not be allowed to operate a motorized vehicle on Center property.

Motorized vehicles, personnel carts, bicycles, dollies, forklifts, pallet jacks and other wheeled vehicles with steel and/or hard metallic wheels are not permitted in the Center's concourses, lobbies and registration areas. Lifts or other wheeled vehicles approved for use in carpeted areas shall have non-marking tires or tires that are covered with clean plastic booties.

Carpeted areas must be protected from the movement of crates, registration counters, pallet jacks, sign-making activities and all other rolling stock during move-in and move-out or where plants or permitted plant matter will be placed. When off-loading counters, booths and other heavy objects, the use of floor protection and extreme care is required. Carpeted areas must be protected by the use of minimum 6-mil polyethylene sheeting (reinforced preferred). In the case of heavy freight, the use of plywood or other similar material shall be required.

### **5.12 REGISTRATION**

The Center normally provides registration space in the public areas. In order to provide safe and attractive access to the Center, registration areas, entrance units and other show specific displays may only be installed in designated public areas and may not conflict with the activity of other events.

### **5.13 SERVICE ORDER FORMS**

It is the responsibility of the Licensee and/or Contractor to forward the Center Service Order Forms to exhibitors in a timely manner. Advance rates cannot be honored for failure of Contractor to include service order forms. The online order form can be found at: <https://www.northcharlestoncoliseum.com/book-an-event/trade-shows-expos/service-order-form>

#### **5.14 STAGING AND MARSHALLING AREA**

All offsite storage of trailers will be directed to Parking Lot E or other parking area. The Center cannot be held liable for any lost, stolen or damaged property in this area.

#### **5.15 SUB-CONTRACTORS**

Contractors are responsible under these guidelines for the safety, conduct and performance of their Sub-contractors. Licensee will be held liable for any damage caused by any Contractor and/or Sub-Contractor.

#### **5.16 TAPE AND RESIDUE**

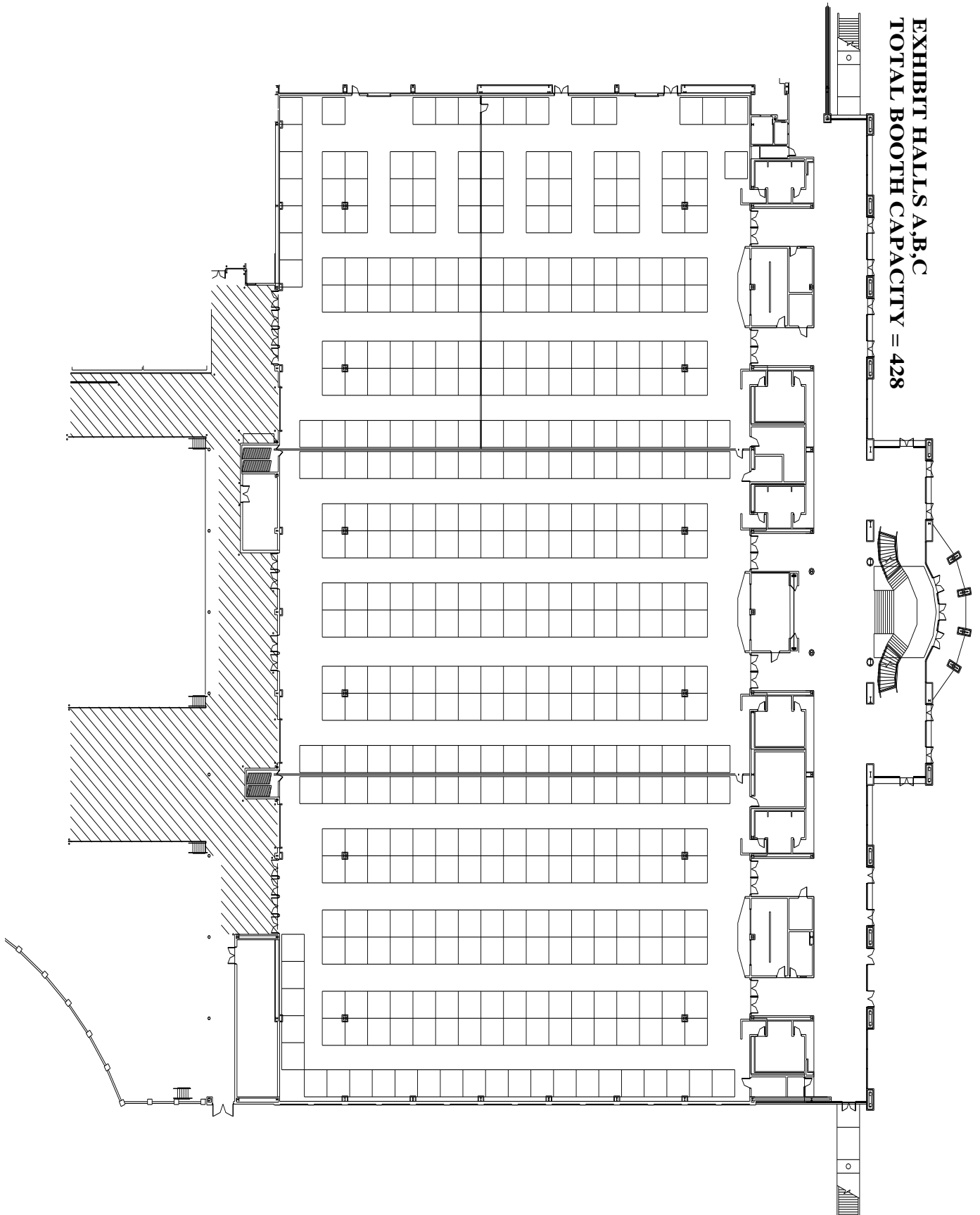
Only professional double-sided carpet tape may be used on Center floor. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Vinyl tape or chalk can be used to mark the floors.

Licensee and Contractors are responsible for the removal of all tape residue marks from the exhibit hall(s), concourse and meeting room floors. The use of high residue tape is prohibited on concrete floors and carpeted areas. Tape or residue left on any surface will be removed by the Center and the cost for removal will be billed to Licensee.

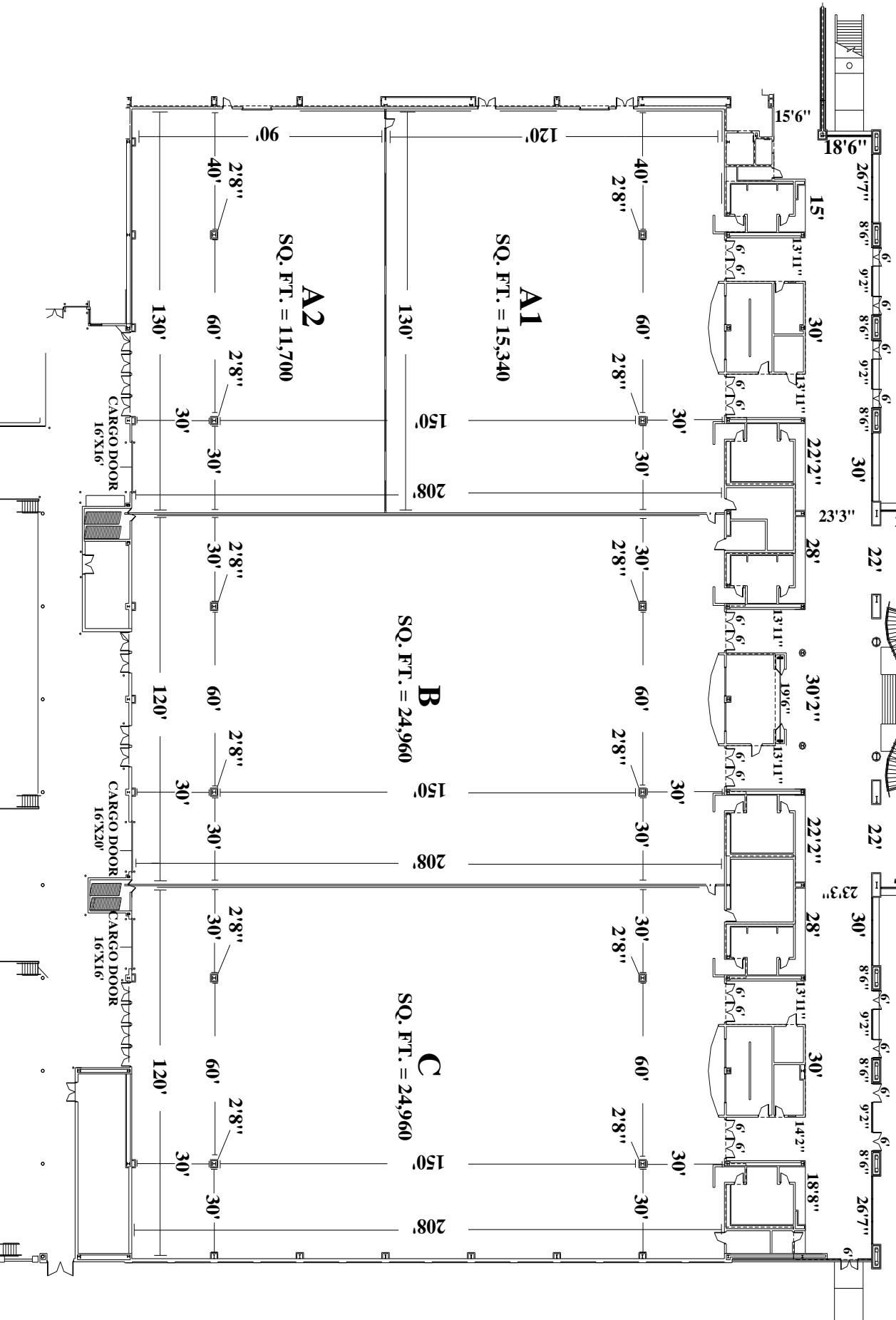
#### **5.17 UTILITIES**

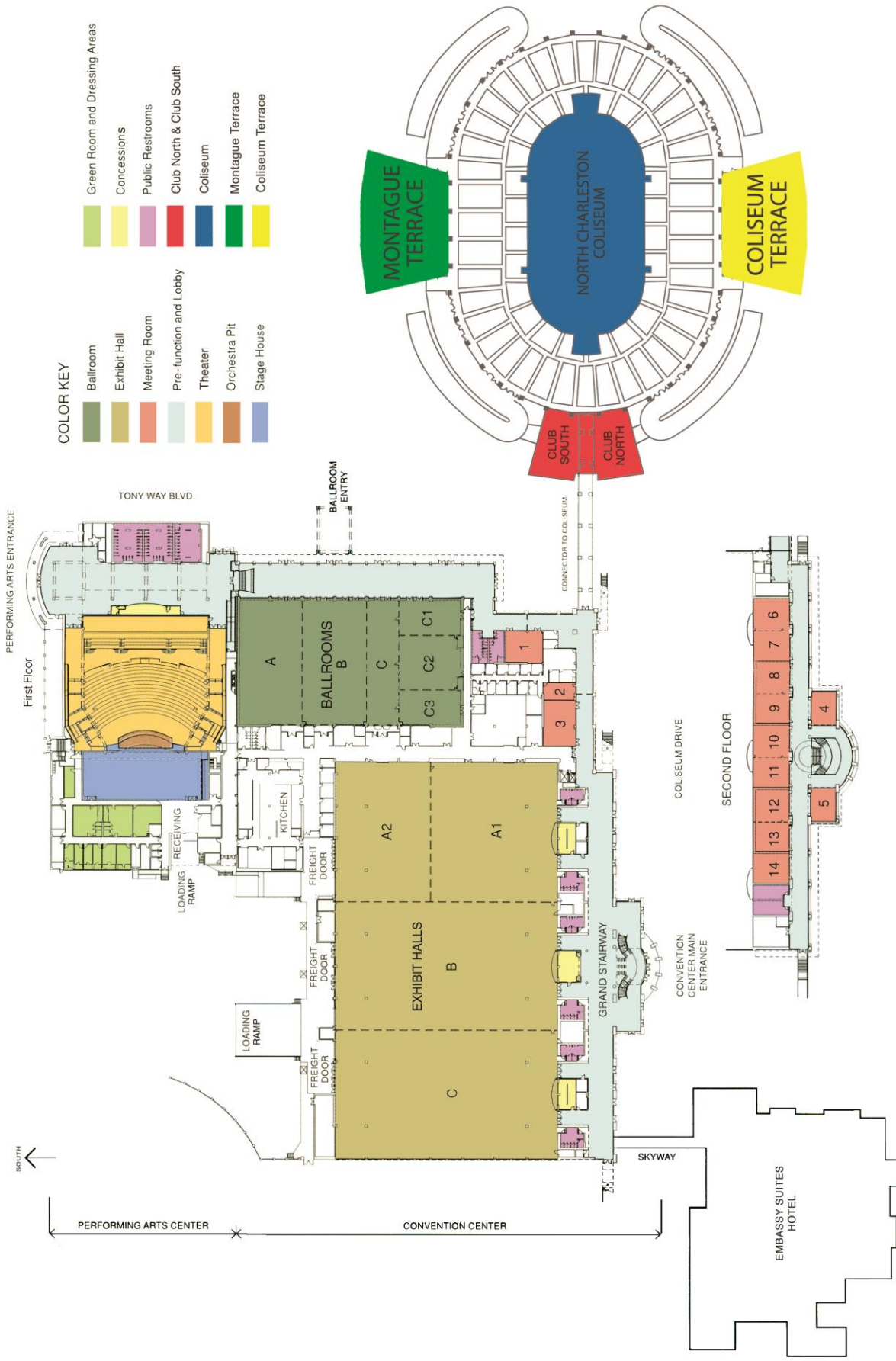
Event may not block access to floor, column or perimeter utility cabinets, fire cabinets, or fire alarm stations. Utility connections may not originate in traffic areas, or otherwise create a public safety hazard. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.

# 6.0 FLOORPLANS



# CHARLESTON AREA CONVENTION CENTER EXHIBIT HALLS A, B, C BUILDING DIMENSIONS





## 7.0 SERVICE ORDER FORMS

Please see the below link for vendors to take advantage of Advanced Order Prices, open until 1-week prior to the event load-in.

<https://www.northcharlestoncoliseum.com/book-an-event/trade-shows-expos/service-order-form>

The order form on the following pages should be used after the Advanced Ordering window closes.



**CHARLESTON AREA CONVENTION CENTER**

Attn: Building Services Department

5001 Coliseum Drive - North Charleston, SC 29418

Phone: (843) 529-5026

Email: ServiceDesk@NorthCharlestonColiseumPAC.com

Fax: (843) 529-5080

TO ORDER SERVICES MORE THAN SEVEN DAYS IN ADVANCE OF LOAD-IN DATE,  
PLEASE GO TO <https://www.northcharlestoncoliseum.com/book-an-event/trade-shows-expos/service-order-form>

Event:
Exhibitor Name:
Contact Person:
Telephone:

Event Date:
Booth/Event Space:
Email Address:
Fax:

**ELECTRICAL SERVICES**

Qty	Service Description	Floor Rate	Total
	120 Volt up to 2400 Watts/20 Amp Outlet	\$125	
	208 Volt, 20/30 Amp, Single Phase	\$225	
	208 Volt, 60 Amp, Single Phase	\$350	
	208 Volt, 100 Amp, Single Phase	\$650	
	6 Outlet Power Strip	\$15	

Qty	Service Description	Floor Rate	Total
	208 Volt, 60 Amp, Three Phase	\$600	
	208 Volt, 100 Amp, Three Phase	\$1,100	
	480 Volt, 60 Amp, Three Phase	\$1,500	
	25' Extension Cord	\$20	

All power drops are located in the back of your booth. Services requesting special placements, taping of extension cords, carpet removal, or adjustments will incur a minimum one hour labor charge.

**INTERNET SERVICES**

Qty	Service Description	Floor Rate	Total
	WiFi: Basic (1 Mbps/Per Device)	\$200	
	Wifi: Advanced (3 Mbps/Up to 3 Devices)	\$475	

Qty	Service Description	Floor Rate	Total
	Wired: Basic (1 Mbps/Per Device)	\$275	
	Wired: Advanced (3 Mbps/Up to 3 Devices)	\$575	
	Premium: 5 Mbps (incl. 1 Hardline/Multi-Device)	\$800	
	Premium: Each Additional Mbps	\$175	
	Premium: Each Additional Hardline	\$25	

Complimentary WiFi powered by WOW! Business is available for casual use in the CACC lobby area. It is not recommended for mission critical services such as product presentation or demonstration. Device amounts listed above are estimated based on basic internet usage such as web browsing and checking emails. Streaming music and/or videos will cause internet speeds to slow down. We recommend the 5 Mbps plan for any vendors wishing to use streaming services.

**PLUMBING SERVICES**

Qty	Service Description	Floor Rate	Total
	Water: First Connection	\$175	
	Water: Each Additional Connection	\$100	
	Water Fill & Drain: First 500 Gallons	\$175	
	Water Fill & Drain: Additional 100 Gallons	\$40	

Qty	Service Description	Floor Rate	Total
	Compressed Air: First Connection	\$225	
	Compressed Air: Each Additional Connection	\$150	

**TELECOMMUNICATIONS SERVICES**

Qty	Service Description	Floor Rate	Total
	Standard Analog Line (Excluding Phone Set)	\$350	

Qty	Service Description	Floor Rate	Total
	Equipment Rental: Single Line Set (Each)	\$50	
	Equipment Rental: Multi Line Set (Each)	\$100	

**BUILDING SERVICES & LOAD IN/OUT RIGGING SERVICES**

Qty	Service Description	Floor Rate	Total
	Building Services Technician Labor (1 hour min)	\$75/hr	
	Description of work:		

Qty	Service Description	Floor Rate	Total
	L/I Minimum: \$48/hr X 4 hrs. X 2 people	\$384	
	L/O Minimum: \$48/hr X 4 hrs. X 2 people	\$384	
	Normal hardware to suspend items will be supplied by the CACC at an additional charge. To facilitate your order, please provide the following information:		
	Item Description:		
	Material Type:		
	Size, Weight, & Quantity:		

Exhibitor is responsible for verifying with show management that rigging is allowed. All rigging must comply with show management policies. Orders are subject to approval and must be supervised/installed by CACC Personnel. Rates listed above cover the entire event (including move-in day, if applicable) and are not per day charges.

**ORDER TOTAL:** \_\_\_\_\_

Building Services Technician: \_\_\_\_\_

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_

All service requests for day of load-in or show day will result in a minimum one hour labor charge.

For additional information visit [www.northcharlestoncoliseum.com](http://www.northcharlestoncoliseum.com)



## GENERAL REGULATIONS

### 1. **THERE WILL BE NO RESALE OR SHARING OF ANY SERVICES PURCHASED.**

2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 7 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received seven days prior to scheduled move-in day in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from the CACC shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the CACC Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the CACC.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
9. Claims will not be considered unless filed in writing prior to close of the show.
10. Prices are subject to change without notice. Our Building Services Department will review your order and upon acceptance, will send you an invoice to complete payment. If ordering services day of move-in or show day, your credit card will be immediately charged for services.

## ELECTRICAL— SERVICE INSTALLATION AND EQUIPMENT

1. CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC Electrical Supervisor.
2. All equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State and Local Safety Codes.
3. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without the "House Electrician", however, all service connections and overload protection to such equipment must be made by the "House Electrician" only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
8. All exhibitors' 120v cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. All electrical services are to be billed to the next greatest wattage for the load connection; i.e. 15amp 208v single phase = 20amp 208v single phase.
10. Power needed to assemble and disassemble your exhibit must be purchased.

## TELECOMMUNICATIONS, INTERNET, AND DATA — SERVICE INSTALLATION AND EQUIPMENT

1. The exhibitor is responsible for ALL telephone calls charged to their line(s).
2. Long Distance calls, Directory Assistance calls and other services will be billed at the rate of \$.25/min. Long Distance calls are billed on a PER MINUTE basis. Directory Assistance calls are billed on a PER CALL basis.
3. All telephones within CACC are restricted from dialing 976 and 900 numbers. All are allowed 911 calls.
4. The exhibitor will be responsible for all telephone equipment / materials while in their possession. Equipment and Materials must be picked up and returned by exhibitor at the Service Desk. **EQUIPMENT NOT RETURNED, OR DAMAGED WHILE IN THE POSSESSION OF EXHIBITOR, WILL RESULT IN A REPAIR / REPLACEMENT CHARGE TO BE BILLED AS FOLLOWS:** Single Line Sets - \$ 50.00 / Multi-Line Sets - \$ 500.00
5. All equipment provided by exhibitor must be Touch Tone capable and meet F.C.C. Regulations. The CACC assumes no responsibility for any equipment or material provided by the exhibitor.
6. We do not guarantee higher transmission speeds unless the Premium Internet Connection is purchased.
7. All wired/wireless internet connections must be approved or purchased through CACC. All suggested device amounts are based on basic internet usage such as browsing the web or checking email. Streaming videos or music will cause slower connection speeds. For any guests wishing to use streaming services, we recommend our Premium Internet Package.
8. Premium Service is sold in Mb increments and bandwidth is determined based on intended use and amount of users. It is delivered via a single 100baseT Ethernet cable or wireless. Servers are allowed (excluding wireless).
9. For multiple Internet connections, please contact the Telecommunications department at 843-529-5038.
10. Computers that are in a different area than that of the server will be patched using the CACC infrastructure, at a cost of \$20.00 per port.

## PLUMBING — SERVICE INSTALLATION AND EQUIPMENT

1. CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC Plumbing Supervisor.
2. Compressed air will be turned on 1 hour prior to show opening and turned off at show closing time daily.
3. If air and water pressures are critical, it is recommended that the exhibitor supply a pressure regulator. The CACC cannot guarantee minimum and maximum pressure.
4. All equipment must comply with the Southern Building Code, all Federal, State and Local Safety Codes.
5. Compressed Air: 20 CFM, 115-120lbs. / Exhibitor must provide regulator, filter/dryer, and connection to ½" male NPT.
5. Water: Minimum pressure 45psi / Exhibitor must provide connection to ¾" hose bib connection in back of booth.

## RIGGING — SERVICE INSTALLATION AND EQUIPMENT

1. Date of installation and removal may vary depending on the quantity of orders received and how many move-in days the event may have.
2. Assembly of item(s) is not performed by CACC personnel, and must be completed before item will be suspended.
3. Please attach any blueprints, booth diagrams, sketches, or drawings that may help us understand your needs. If you have any special requirements, contact Building Services at (843) 529-5026.

NORTH CHARLESTON  
COLISEUM



NORTH CHARLESTON  
PERFORMING ARTS CENTER

CHARLESTON AREA CONVENTION CENTER

---

R. Keith Summey  
Mayor

Frank Lapsley  
General Manager

# **FACILITY USER GUIDE**

**FOR THE**

***North Charleston Coliseum  
North Charleston Performing Arts Center  
Charleston Area Convention Center***

**REVISED July 2019**







# TABLE OF CONTENTS

<b>1.0 FACILITY CONTACTS .....</b>	<b>6</b>
<b>2.0 RENTAL POLICIES .....</b>	<b>7</b>
2.1 LICENSE AGREEMENT .....	7
2.2 RENTAL FEES .....	7
2.3 INSURANCE .....	8
2.4 MARKETING.....	8
2.5 NOVELTY SALES.....	8
<b>3.0 TICKETING.....</b>	<b>9</b>
<b>4.0 RATE SHEETS.....</b>	<b>10</b>
4.1 EQUIPMENT RATES.....	10
4.2 SERVICE RATES .....	11
4.3 LABOR RATES .....	12
4.4 STAGEHAND RATES .....	12
<b>5.0 GENERAL PROVISIONS.....</b>	<b>13</b>
5.1 ABANDONED PROPERTY .....	13
5.2 ACCOMMODATIONS FOR GUESTS WITH DISABILITIES .....	13
5.3 ADVERTISING.....	13
5.4 ANIMALS .....	13
5.5 AUDIO AND LIGHTING .....	14
5.6 CANCELLATION .....	14
5.7 CARPETED AREAS.....	14
5.8 COPYRIGHT FEES .....	14
5.9 DAMAGE & CLEAN-UP .....	14
5.10 DISCRIMINATION .....	14
5.11 ELECTRICITY, AIR, WATER, TELEPHONE OR OTHER UTILITIES.....	14
5.12 ELEVATORS .....	14
5.13 ENTRANCES/EXITS .....	15
5.14 EVENT PERSONNEL .....	15
5.15 EXCLUSIVE SERVICES .....	15
5.16 FOG/SMOKE MACHINES .....	15
5.17 FREIGHT DELIVERIES .....	15
5.18 GRATUITIES .....	15
5.19 HAZARDOUS CHEMICALS AND MATERIALS .....	15
5.20 KEYS AND LOCK CHANGES .....	15
5.21 LICENSEE’S PROPERTY .....	16
5.22 MEDICAL SERVICES .....	16
5.23 NOISE.....	16
5.24 PARKING .....	16
5.25 PERMITS.....	16
5.26 RECYCLING.....	16

5.27	RENTAL OF EQUIPMENT .....	16
5.28	RESIDUAL MATTERS.....	17
5.29	RIGGING SERVICES.....	17
5.30	SAFETY RAIL .....	17
5.31	SECURITY .....	17
5.32	SIGNS, DECORATIONS AND BALLOONS .....	17
5.33	SMOKING.....	17
5.34	TAPE AND DECALS.....	17
5.35	WEAPONS .....	17
<b>6.0</b>	<b>GENERAL GUEST POLICIES .....</b>	<b>18</b>
<b>7.0</b>	<b>FIRE &amp; LIFE SAFETY STANDARDS .....</b>	<b>19</b>
<b>8.0</b>	<b>FOOD &amp; BEVERAGE .....</b>	<b>21</b>
8.1	EXCLUSIVE SERVICES .....	21
8.2	MENUS & FOOD .....	21
8.3	SAMPLING GUIDELINES.....	21
8.4	ALCOHOLIC BEVERAGES .....	22
8.5	HOSPITALITY CATERING.....	22
8.6	CONCESSION STANDS .....	22
8.7	FYI.....	22
<b>9.0</b>	<b>DIRECTIONS.....</b>	<b>23</b>
<b>10.0</b>	<b>SERVICE CONTACTS.....</b>	<b>24</b>
<b>11.0</b>	<b>FACILITY DIAGRAM .....</b>	<b>27</b>
<b>12.0</b>	<b>EXHIBITOR FOOD BOOTH PERMIT APPLICATION .....</b>	<b>28</b>

**FACILITY-SPECIFIC INFORMATION** *(Available upon request)*

**NORTH CHARLESTON COLISEUM  
NORTH CHARLESTON PERFORMING ARTS CENTER  
CHARLESTON AREA CONVENTION CENTER**

# 1.0 FACILITY CONTACTS

Revised 6/2019



**North Charleston Coliseum  
Performing Arts Center  
Charleston Area Convention Center**

5001 Coliseum Drive, North Charleston, SC 29418  
Telephone: (843) 529-5050 Fax: (843) 529-5010

## SMG

Administration			Office Hours: 8:30am-5:00pm	M-F
Frank Lapsley	General Manager	5002		
Jerry VonTress	Assistant General Manager	5003		
Ari Goodstein	Corporate Sales Manager	5044		
Amber Spigner	Booking Coordinator - Office Manager	5001		

Finance		
Kelly Graham	Finance Director	5004
Michelle Wiram	Human Resources Manager	5005
TBD	Accounting Technician	5031
Erin Thomson	Staff Accountant	5097
Kaysee Casale	Purchasing/Office Coordinator	5029

Ticketing			Fax: (843) 529-5030
Allyson Kidd	Ticket Office Manager	5006	
Laura Sellers	Ticket Assistant Manager	5008	
Kayla Bray	Box Office Coordinator	5045	
Jess Spence	Subscription Sales Coordinator	5007	

Marketing / Novelties			Fax: (843) 529-5060
Alan Coker	Director of Marketing	5012	
Emma Blanks	Marketing Manager	5035	
Max Jenks-Gilbert	Marketing Coordinator	5043	

Operations			Fax: (843) 529-5010
Steve Congress	Director of Event Services	5036	
Brett Hawkins	Operations Coordinator	5026	
	CACC Service Desk	5026	
Rod Saavedra	Event Manager	5013	
Peter Wu	Event Coordinator	5048	
Kelsea McGrogan	Event Coordinator	5049	
Charlie Harris	Senior Event Staff Supervisor	5014	
Darbis Briggman	Senior Event Staff Supervisor	5014	
Ronnie Shier	Change-Over Manager	5015	
Ian Groopman	Assistant Change-Over Manager	5032	
Mac Mayes	Custodial Manager	5016	
Mike Coffey	Command Center Manager	5017	
Jeff Litchenberg	Technical Director	5047	
Artie Ortiz	Telecommunications Supervisor	5034	
Debbie Sandefur	IT Support Specialist	5038	
Jerritt Rhett	AV/IT Technician	5046	
Bryan Koczynski	Coliseum Crew Chief	5019	
Chris Russell	PAC Crew Chief	5018	
Caleatha Bowens	Custodial Event Assistant Manager		
Patricia Hajek	Day Custodian	5127	
Chris Roulier	Building Services Manager	5028	
Larry Cheslek	Electrical Supervisor	5027	
Rodney Frock	Mechanical Supervisor	5024	
Henry Hill	Maintenance Technician	5023	
Chip Ellis	Maintenance Technician	5042	
Building Services Fax	529-5084		
Service Desk Fax	529-5080		
PAC Event Ops. Office	Event Operations	5011	

## CENTERPLATE

Staff			Main Telephone: (843) 744-0168 Fax: (843) 566-1731
TBD	General Manager	4900	
Steve Dottai	Executive Chef	4903	
JoWanda Hill-Alken	Office Manager	4901	
Jeanette Smalls	Catering Manager	4904	
Deloris Roush	Operations Manager	4905	
Marsha Bauknight	Event Manager	4907	
	Warehouse	4906	

## PARKING

Staff			Main Telephone: (843) 554-3887 Fax: (843) 554-3406
Mark Cruise	Facility Parking Manager		
Chris Grammer	Event Parking Manager		
Christine Scooler			

## STINGRAYS

Staff			Main Telephone: (843) 744-2248 Fax: (843) 744-2898 Coliseum Telephone: (843) 202-2314 Fax: (843) 202-2316
Rob Concannon	President	744-1925	
Steve Bergin	Head Coach	2315	
TBD	Assistant Coach	2315	
Cameron Parker	Equipment Manager	2315	

## INFORMATION NUMBERS

Event Information Line	529-5000
First Aid Coliseum	5054
First Aid Convention Center	5055
PAC Season Tickets	(843) 202-ARTS 2787
Ticket Information	5113
Disabled Information	(843) 529-5033
Command Center Coliseum	5051
Command Center PAC	5052
Command Center Conv. Center	5053
TDD Coliseum	(843) 529-5021
TDD Convention Center	(843) 529-5022
Guest Services Coliseum	5041
House Manager PAC	5014

## EMBASSY SUITES

Staff			Main Telephone: (843) 747-1882 Fax: (843) 747-1895
Robert Henley	General Manager	725-1333	
Chuck Lauer	AGM - F&B	725-1309	
Britton Delis	AGM - Rooms	725-1318	
Una Mulholland	Director of Accounting	725-1323	
Paula Smith	Director of Event Sales	725-1307	
TBD	Director of Sales	725-1303	
TBD	Director of Event Ops	725-1321	
Art Sgambelluri	Chief Engineer	725-1319	
Heather Austin	Event Services Manager	725-1322	
Dorothy Grady	Event Services Manager	725-1304	
Maura Gantz	Executive Meeting Manager	725-1157	
Betsy Winsor	Event Sales Manager	725-1159	
TBD	Event Sales Manager	725-1326	
Wendy Vincent	Sales Manager	725-1306	

## 2.0 RENTAL POLICIES

### 2.1 LICENSE AGREEMENT

Requests for the license of space at the North Charleston Coliseum, Charleston Area Convention Center and Performing Arts Center (the Facilities) must be made in writing, stating the date(s) of the event, space required, time(s) of use and the legal name of the potential user. Tentative reservations will be held ten working days, pending receipt of a written confirmation.

A license agreement outlining deposit, insurance and other pertinent requirements will be issued after receipt of confirmation. The agreement must be fully executed and returned with the required deposit within the specified time period to secure date(s) and space. The Facilities require an executed license agreement prior to release of service order forms.

### 2.2 RENTAL FEES

The amounts and/or percentage of minimum rent that will be paid to the Facilities are as follows:

<b>COLISEUM</b> 180° / 270° / 360° configurations	13,000 seats	\$10,000 vs. 15% of net ticket sales OR \$25,000 for non-ticketed or non-Ticketmaster event
<b>HALF - COLISEUM</b>	3,000 – 6,500 seats	\$7,500 vs. 15% of net ticket sales OR \$20,000 for non-ticketed or non-Ticketmaster event
<b>PERFORMING ARTS CENTER</b>	2,341 seats	\$5,000 vs. 15% of net ticket sales OR \$15,000 for non-ticketed or non-Ticketmaster event OR \$20,000 for non-ticketed or non-Ticketmaster event on Fridays/Saturdays, October 1-May 1
NOTE: Net ticket sales are gross receipts minus 5% state admissions tax		

EXHIBIT HALL	SQUARE FEET	RATE (PER DAY)
A1	15,340	\$4,000
A2	11,700	\$2,500
A Combined	27,040	\$6,000
B	24,960	\$5,000
C	24,960	\$5,000
A/B Combined	52,000	\$10,000
B/C Combined	49,920	\$9,000
A/B/C Combined	76,960	\$14,000
NOTE: Move-in/Move-out is 50% of rate per day up to 2 days, 100% of rate for additional days		



## **2.2 RENTAL FEES (CONT)**

Charges for all necessary labor, equipment, utilities, set-up and clean-up are in addition to the standard rental rate and are shown on the following rate sheets.

All payments must be in U.S. funds by cash, check or bank wire. Payments may be required in the form of cashier's check, money order or bank wire.

If deemed necessary by the General Manager, 100% of the rental or other fees are due and payable in advance of use of the Facilities. The General Manager may require a security deposit and/or bond in the amount equal to the risk and expense involved with any event.

All payments will be non-refundable in the event of cancellation by Licensee, and the Facilities may pursue its remedies as provided in the license agreement.

For events where ticket monies are collected by the Facilities' ticket office, payment for rental, expenses and taxes will be deducted from the ticket office receipts before the balance, if any, is transferred to the Licensee.

Should ticket sales be insufficient to cover rental and expenses, Licensee may be required to pay additional deposits, prior to the event, equal to the estimated total expenses. The payment, if required, must be made by cash, bank wire, cashier's check or money order.

## **2.3 INSURANCE**

A Certificate of Insurance needs to be provided to the Facilities at least two weeks prior to the event (a minimum of \$2,000,000). It will be purchased by us as an additional expense to you, if not received at least two weeks prior to the event. Please note that the Charleston Area Convention Center Complex, SMG, the City of North Charleston and its employees must be listed as additional insured's.

## **2.4 MARKETING**

Our Marketing staff can assist in advertising, promoting and over-all marketing of your event. This department operates as a full-service, in-house advertising agency at negotiated rates to the user. Services include advertising placement, negotiation and settlement; public relations services; group sales and sponsorship sales. Space is available for advertising in the public areas of the Facilities. Marketing information and service fees are available from the Marketing Manager upon request. *It is highly recommended that you ask for an overview of the market and discuss marketing strategies with the Marketing staff prior to the start of any media campaign, whether utilizing the Marketing Department or implementing the campaign yourself.*

## **2.5 NOVELTY SALES**

The Facilities retains 35% of net novelty/merchandise sales. Net sales are gross receipts minus 8.5% state and local sales taxes. Sales are on a cash basis. Credit card sales are available at a cost to the event of 4% of credit card sales.

Novelties should be advanced with the Director of Marketing at least 7 days before the scheduled event. The Facilities uses its own novelty/merchandise sellers and is responsible for compensating said sellers.

Security for bootleg t-shirt patrol requires off-duty members of the North Charleston Police Department only. Please arrange this service through your Event Coordinator.

## 3.0 TICKETING

---

The standard ticketing charges that will be paid to the Facilities are as follows:

### **Convention Center**

Ticketing charge for "day of" exhibit hall ticket sales are \$500.00 set-up fee plus .50 per ticket, 3% credit card sales and reimbursement for all labor.

### **Coliseum & Performing Arts Center**

Credit card sales: 3%.

Group sales: 10% of all group ticket sales, plus actual expenses incurred.

Capital Facilities Fee: The City of North Charleston assesses an additional charge of \$1.00 per paid ticket, which is incorporated into the price of each ticket and is taken off the top at settlement.

State Admissions Tax: A 5% State Admissions tax is taken out of the gross ticket sales.

Promotional Tickets State Admissions Tax: A 5% State tax is taken on all comp tickets used for promotional trade purchases.

Ticketmaster Carolinas provides ticketing services. Ticketmaster provides purchasers the option of buying tickets via phone, Internet, Outlets or the Coliseum ticket office. This vast network permits consumers to purchase tickets 24 hours a day, 365 days a year.

Ticketmaster kiosk located on-site outside of Advance ticketing, which provides 24 hour access to automated purchases and Ticketmaster will-call pickup.

Convenience charges are assessed against ticket purchasers made via the ticketing system. The fee structure for convenience charges is available upon request.

### **Phone Center Information/Internet Sales**

800-745-3000  
9 a.m. - 5 p.m. Monday - Saturday  
Closed Sunday

Tickets may be purchased online at [www.ticketmaster.com](http://www.ticketmaster.com).

### **Advance Ticketing Hours**

Advance ticketing is located on the South side of the Coliseum, facing Montague Avenue.

10:00 a.m. to 5:00 p.m., Monday – Friday with the following exceptions:

- Open on Saturday at 10:00 a.m. for scheduled events
- Open on Sundays at 12:00 noon for scheduled events
- Open on Saturday at 10:00 a.m. for scheduled on-sales

### **Coliseum Day of Show Hours**

10:00 a.m. until promoter closes, Monday – Saturday  
12:00 noon until promoter closes, Sundays

Two hours prior to show until promoter closes (North and South Lobbies)

### **Performing Arts Center Day of Show Hours**

Two hours prior to show until promoter closes (Exterior windows at SW corner of PAC)

### **Outlet Locations** (Hours vary upon location)

#### **Statewide**

Select Publix Grocery Stores

For a detailed list of outlet locations, please call Allyson Kidd at 843-529-5006 or go to our website at <http://www.northcharlestoncoliseum.com/>.

## 4.0 RATE SHEETS

### 4.1 EQUIPMENT RATES

Stage (includes steps, handrail & skirting)	\$25 (per 4' x 8' deck)
Risers	\$35 (each)
Bleachers	\$25 (per 4' x 8' deck)
Stairs (First two free)	\$25 (each)
Stage Barricade	\$150 (per day)
Bike Rack / Crowd Control Barricade	\$10 (per section)
Stanchions	\$5 (each)
Pipe & Drape	3', \$3/ft. / 8', \$3/ft. / 10' – 16', \$8/ft.
Backdrop drape (20' x 20' / 28' / 40')	\$150 (each, 7 available)
Sound System	\$500 (per day, plus labor)
PA System (for music)	\$50 (per day)
Laptop	\$200 (per day)
TV	\$75 (per day)
DVD Player	\$25 (per day)
Projector Screen	\$100, Small 5' x 8' / \$250, Large 9' x 16' (per day)
Projector	\$200 (per day)
Projector & Screen Combo	\$250, Small / \$400, Large (per day)
Microphones	\$50, Wired / \$100, Wireless / \$100, Lavalier (each, per day)
Microphone Stand	\$25 (per day)
Podium	\$75 (per day)
Flags (US & State, set)	\$25
Intercom/Paging	\$50 (per day)
Spotlights	\$100 (each, per day)
PAC Sound	\$2000 (per day, plus labor)
PAC Lights	\$2000 (per day, plus labor)
Forklift (5,000 lb.)	\$150 (per day, plus operator cost)
Man Lift / Scissor Lift	\$300 (per day, plus operator cost)
Pallet Jack	\$50 (per day)
Portable Basketball Floor	\$250 (per day)
Scoreboard	\$500 (per day, plus labor)
Zamboni	\$250 (per day, plus labor)
Furniture	Cost, plus 10%
Linen	\$8 (each)
Tables (6' or 8')	\$10 (Unskirted, per show) / \$15 (Skirted, per show)
Cocktail Table	\$10 (each)
Round Table (66")	\$10 (each)
Serpentine Table	\$10 (each)
Chairs	\$5 (each, per show) quantity pricing available
Dance Floor	\$250

## 4.2 SERVICE RATES

Decorator Load-In	\$1,000 (per day)
Utilities	\$1,000 (per day)
Exhibit Hall Air Conditioning/Heat	\$750 (Per hall, per load-in/out day)
Compactor (Exhibit Hall)	\$675 (per load)
Construction Dumpster	\$450 (per load)
Outsourced Open-top Dumpster	Rates vary
Pallet Disposal	\$25
TV Production	\$1,500 (per day)
Bus Power	\$50 (each, per day)
20amp Outlet	\$75 (each)
Telephone	\$200 (per line)
Internet Connection (wireless/wired)	Basic \$75/\$100 – Show \$150/\$200 – Stream \$400/\$500 (per device) - Premium 5 Mbps \$750 (Additional Mbps \$150/each)
Cable TV	\$50 (per day, plus TV rental)
Photo Copies	\$0.25 (per page)
Piano Rental (upright)	\$150 (includes one tuning)
Piano Tuning	\$90 weekdays / \$115 weekends (per tuning)
Balloon Removal (Convention Center)	\$75 (per hour)
Clean-up Fee	\$250
Trade Show Decorator	Cost, plus 10% or 10% of your cost

Equipment/services are subject to availability  
Rates are subject to change

### 4.3 LABOR RATES

(per hour - 4-hour minimum)

Supervisors	\$12.40
Ushers, Door Guards, Ticket Takers & Sellers	\$10.40
Telephone Operator	\$10.40
Event Change-Over	\$15.90
Event Cleaning	\$11.65
House Sound & Lights	\$23.50
Electrician	\$25.93
Peer Security	Cost plus 15%
Command Center Security	\$11.65
Risk Supervisor	\$13.40
Police or Fire Supervisor	\$35.00
Police or Fire	\$30.00
Medical Supervisor	\$30.00
Medical	\$26.50
Zamboni Driver	\$16.00
Scoreboard Operator	
Game Operations or Graphics	\$16.00

### 4.4 STAGEHAND RATES

(per hour, minimums apply) - IATSE Local 333

***Rates subject to change***

Crew Chief	\$30.91
Head Rigger	\$29.90
Rigger	\$28.77
Special Equipment Operator	\$20.02
Stagehand/Journeyman	\$19.16
Loader	\$19.16
Performance (3.5 hr)	\$76.64
SEO Performance (3.5 hr)	\$80.08
Crew Chief Performance (3.5 hr)	\$123.64

#### **Stagehand Minimums**

- 4-hour minimum on load-in calls
- Performance and rehearsals are billed at performance rate
- 3-hour minimum on all other calls

#### **Stagehand Overtime**

- One and one-half (1-1/2) times the base hourly rate is billed for the following:
  - a. Work in excess of 10 hours in one day or 40 hours in one week
  - b. Midnight to 8:00 AM
  - c. Performance and rehearsal calls that run longer than 3.5 hours
  - d. Meal penalty after 5 hours - meal options are: 1) a 1/2-hour meal provided, by the client, on the clock; or 2) a 1-hour break off the clock.
  - e. Holidays
- Calls canceled with less than 24-hour notice are billed a 4-hour cancellation charge

**Labor & Stagehand rates are subject to an Administrative Fee  
Rates are subject to change**

## **5.0 GENERAL PROVISIONS**

---

### **5.1 ABANDONED PROPERTY**

Any property not removed from the Facilities that has not been claimed within 48 hours following the end of the license agreement will be considered abandoned by Licensee. The Facilities may take possession of it and treat it as its own or dispose of such property without liability. The Licensee shall be liable for the cost incurred in disposing of the abandoned property.

### **5.2 ACCOMMODATIONS FOR GUESTS WITH DISABILITIES**

The Facilities makes every effort to be accessible to guests with disabilities. There is accessible parking at the Facilities. Wheelchairs, assisted listening devices, TDD telephones and other accommodations are also available.

Concerning the Americans with Disabilities Act and all regulations hereunder, the Facilities will be responsible for the permanent premises access accommodations such as, but not limited to: wheelchair ramps, elevator standards, door width standards and rest room accessibility. The Licensee will be responsible for nonpermanent accessibility requirements such as, but not limited to: auxiliary aids for the visually impaired, hearing impaired and mobility impaired, general seating arrangements and event accessibility.

If Licensee fails to arrange for a reasonably-requested temporary auxiliary aid or service, the Facilities will have the right, but not the obligation, to provide or arrange for such temporary auxiliary aid or service, and the Licensee will reimburse the Facilities the cost of providing or arranging for such temporary auxiliary aid or service as determined by the Facilities.

The Licensee must also indemnify and hold harmless the Facilities and the City of North Charleston, their agents, employees, servants and officials from any and all claims, losses, damages or expenses, including reasonable attorney's fees, arising out of or resulting from the Licensee's failure, or the failure of any of your agents, employees, servants, exhibitors, performers and officials, to comply with the ADA or applicable regulations.

### **5.3 ADVERTISING**

The Marketing staff can assist in the advertising and promotion of your event. This department operates as a full-service, in-house advertising agency at negotiated rates to the Licensee. Services include advertising placement, negotiation and settlement; public relations services; group sales and sponsorship sales. Space is available for advertising in the public areas of the Facilities.

Licensee must not advertise any event unless and until contracts between all parties have been fully executed. Fees will be charged, and Licensee must make contractual arrangements with the Facilities prior to using any marketing service.

### **5.4 ANIMALS**

No animals are permitted in the Facilities unless the animal is: (i) a service animal (Seeing Eye dog, etc.) or (ii) part of a show or exhibit, and only if the animal is on a leash, in a pen or cage or is under similar control by the animal's owner. The Facilities must pre-approve animals that are part of a show or exhibit.

## **5.5 AUDIO AND LIGHTING**

Audio and lighting services are available through the Facilities. Audio and lighting equipment, operator rates and the operating policies governing the use of these services are outlined on separate service order forms. Services of a preferred "in-house" audio/visual production contractor are available through the Facilities upon request.

## **5.6 CANCELLATION**

Cancellation of an event must follow guidelines established by the Facilities, including ticket refund procedures and notification of the public.

## **5.7 CARPETED AREAS**

Generally, during move-in and move-out, the carpeted areas must be protected from the movement of crates, registration counters, pallet jacks, sign-making activities and all other rolling stock. This may be accomplished by the use of reinforced visqueen. In the case of heavy freight, the use of plywood or other similar material may be required. Licensee will consult with the Facilities to review the required procedures.

## **5.8 COPYRIGHT FEES**

Licensee warrants that no music or artistic work or other property protected by copyright will be performed, produced, exhibited or used, nor will the name of any entity protected by trademark be reproduced, exhibited or used during Licensee's use of the Facilities, unless Licensee has obtained expressed written permission and license from the copyright or trademark holder. Licensee covenants to comply strictly with all laws respecting copyright and trademarks and warrants that it will not infringe any related statutory, common law or other rights of any person during its use of the Facilities.

Licensee is responsible for remitting payment to appropriate agencies for use of copyrighted materials.

Licensee will indemnify and hold the Facilities and its officers, agents and employees harmless from all liability, costs and claims, losses and/or damages (including court costs and attorney's fees) with respect to such copyright or trademark right.

## **5.9 DAMAGE & CLEAN-UP**

Damage and/or clean up fees for all users are clearly established as part of the license agreement. An estimated amount for damages or clean up may be withheld from settlement pending the determination of actual costs.

## **5.10 DISCRIMINATION**

A Licensee conducting an event open to the public will not discriminate against any person because of sex, race, color, religion, ancestry, national origin or disability. The Licensee will not directly or indirectly display, circulate, publicize or mail any advertisement, notice or communication which states or implies that any facility or service will be refused or restricted due to discrimination.

## **5.11 ELECTRICITY, AIR, WATER, TELEPHONE OR OTHER UTILITIES**

The Facilities provide utilities as an exclusive service. Electric, air, water and drainage, telephone and Internet (including wireless) service rates are outlined on separate service order forms. Operating policies governing the use of these services are listed on the respective service order forms.

All electrical equipment must be Underwriter Laboratory approved. All gas operating equipment must be approved, and the required permits and/or approvals must be obtained from the North Charleston Fire Department.

The Facilities' electrical equipment (e.g., electrical cords, electrical distribution panels, spotlights, etc.) is not to be removed by the exhibitors, service contractors or other personnel.

## **5.12 ELEVATORS**

Passenger elevators are provided for use by the general public and must not be blocked or used to transport equipment or freight.

An elevator operator may be required when utilizing the Facilities' freight elevators. The freight elevators should not be for general public use.

### **5.13 ENTRANCES/EXITS**

In compliance with N.F.P.A. Life Safety Code 101, the Licensee must not: (i) obstruct any entrances or exits in the Facilities; (ii) obstruct any stairways, hallways or access within the Facilities; (iii) obstruct any sidewalks or roadways outside the Facilities or (iv) block, prop open or alter any doors in any way. The entrances of the Facilities must not be used for loading or unloading purposes.

### **5.14 EVENT PERSONNEL**

Event staffing is available at the prevailing rate for the following categories: security guards, ticket sellers, ticket takers, ushers, electricians, technicians, labor personnel for set-up of Facilities equipment and other similar categories of personnel as listed under Section 4.3 Labor Rates. Event staffing is an exclusive service of the Facilities.

Determination of the number of personnel and the hours worked by the various categories will be at the discretion of the General Manager after consultation with Licensee. All other persons employed by Licensee or affiliated with any event that takes place in the Facilities will be the responsibility of the Licensee. Event personnel rates are outlined on a separate rate schedule.

Individuals working in the Facilities must wear an approved identification badge provided by their respective employer or obtained from the Facilities' security office.

### **5.15 EXCLUSIVE SERVICES**

The Facilities is the exclusive provider of the following services: Audio/Visual; Event Staffing; Food & Beverage; Novelty and Program Sales; Parking; Business Center (providing photocopying, facsimile services and computer rental); Rigging; Telecommunications and Internet (including wireless); Utility Services (including electrical, plumbing, compressed gases and any other utilities required for any purpose related to the event).

### **5.16 FOG/SMOKE MACHINES**

Fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the Facilities' Event Services Department.

### **5.17 FREIGHT DELIVERIES**

Freight and C.O.D. deliveries (including, but not limited to, UPS, FedEx, RPS, etc.) will not be accepted by the Facilities. Shipments delivered to the Facilities, during the term of the license agreement, will be to the attention of the Licensee and/or Contractor. Shipments delivered prior to license dates will be refused.

### **5.18 GRATUITIES**

Facilities policy prohibits any Facilities employee from accepting gifts, gratuities or any other favors from parties doing business with the Facilities pursuant to the SMG Business Conduct Policy.

### **5.19 HAZARDOUS CHEMICALS AND MATERIALS**

The Licensee will not bring upon the Facilities any exhibit, equipment or vehicle which, in the judgment of the Facilities, would be or might be dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials; e.g., pesticides, herbicides, poisons, etc. are prohibited inside the Facilities. The Licensee is responsible for removal of hazardous waste and must comply with all applicable federal and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, and toxic or biohazard (as defined less than 40 CFR 261 subpart C and D). Any costs or applicable administrative expenses incurred by the Facilities for the removal of hazardous waste left in or about the Facilities will be assessed to the Licensee.

Gasoline, kerosene, diesel fuel or other flammable liquids must not be stored in the Facilities.

### **5.20 KEYS AND LOCK CHANGES**

Keys are available, and locks can be changed for some rooms. Requests for keys should be made through the Building Services Department, and all keys must be returned on the last day of the event. Five keys per room will be issued at no charge. Additional keys will be charged at the prevailing rate. Charges for lock changes and keys not returned will be charged at the prevailing rate.



## **5.21 LICENSEE'S PROPERTY**

The Licensee assumes full responsibility to safeguard all property owned or used by the Licensee, within the contracted areas, from the beginning of the license period until move-out is complete.

## **5.22 MEDICAL SERVICES**

Medical services are recommended for all events. Arrangements for proper coverage can be made through the Facilities. A First Aid room is available for use at no additional charge.

Labor will be additional expense to event at the prevailing rate. The Facilities have the right to impose this labor as deemed fit for security/safety matters.

## **5.23 NOISE**

In order to insure successful events for all users of the facility, the Facilities' reserves the right to adjust the volume of any audio-visual equipment. Noise is:

*That, by reason of its level, nature, character or quality, or the time at which it is made, or any other circumstances:*

*(i) is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted, or*

*(ii) interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted*

## **5.24 PARKING**

The Facilities charges a parking fee to all users of its parking areas at the prevailing rate on event days. Overnight parking on the property is prohibited unless approved by the Facilities. Exhibits must not be placed outside the Facilities or in any parking areas unless that area has been contracted as exhibit space.

Parking in the loading dock areas or inside any building (except for loading or unloading) is prohibited.

Violators' vehicles are towed at the owners' expense.

## **5.25 PERMITS**

Special permits may be required (e.g., for cooking, pyrotechnic, tents, multi-level or covered exhibits and/or other potentially hazardous situations). Each

situation must be individually approved. Permit information may be obtained by contacting the Facilities' Event Services Department.

Cooking permits must be obtained from the North Charleston Fire Department. A 2A40 B.C. or K class fire extinguisher must be in the booth, no more than 30 feet from each device used for cooking. Licensee must comply with all Health Department rules and regulations. Bottled gas may be used, during event hours only, for cooking or demonstration purposes using day tanks (see page 16, item 14 for additional information). Tanks must be removed from the Facilities daily at the close of event. At no time can tanks be stored in the Facilities.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the Facilities' drainage system is prohibited. Licensee will provide holding tanks for disposal of cooking residue (oil, grease, etc.).

Multi-level or Covered Exhibits Guidelines are available through the Event Services Department. Automatic extinguishing systems or fire watch personnel are required. Licensee will be charged for fire watch personnel per the rate schedule.

## **5.26 RECYCLING**

The Facilities participates in the Charleston County recycling program. A separate, specially marked compactor or container is dedicated for cardboard only. Licensee should not put any other type of material in the compactor that would contaminate the contents including, but not limited to, wooden materials, wooden pallets, cement block, carpet, padding or hazardous materials.

Bulk and irregular waste will be placed only in open-top dumpsters. Waste will not extend beyond the sides of the dumpsters.

## **5.27 RENTAL OF EQUIPMENT**

Rental equipment and the prevailing rates are listed on a separate rate schedule. Facilities equipment must be set up and operated by authorized Facilities personnel. Tables and chairs, when used for exhibits, will be charged at the prevailing rates. Labor charges for operators will be in addition to the rental charge for equipment.

## **5.28 RESIDUAL MATTERS**

The General Manager of the Facilities will determine any matters not expressly covered by the Facility User Guide. The Facilities reserves the right to alter and/or amend this Guide.

## **5.29 RIGGING SERVICES**

Production and exhibitor rigging is an exclusive service that must be supervised and installed by the Facilities. Approval is required for rigging locations in public areas, subject to multiple-event requirements. Approval of on-site rigging requests or changes is subject to availability of personnel.

Specific rigging guidelines are provided through the Facilities Operations Department. Requests and rigging plot diagrams should be submitted for approval a minimum of 4 weeks in advance of the event. The Facilities may prohibit the installation of any item(s) not approved in advance or not in compliance with the approved request for rigging. All rigging must comply with appropriate Federal and State regulations.

## **5.30 SAFETY RAIL**

All performance stages and meeting room risers that are not positioned flush against a back wall must be equipped with safety railing. Licensee is required to sign a waiver of liability should they request the removal of the railing.

## **5.31 SECURITY**

A minimum level of security personnel is required for all events. Security levels for non-public events (conventions, trade shows) are determined jointly by the Licensee and the Facilities' representative. Security levels for consumer and public ticketed events are determined by the Facilities. Door guards, badge checkers, security guards or off-duty police officers are used as needed. A copy of the Facilities Emergency Plan is available upon request.

## **5.32 SIGNS, DECORATIONS AND BALLOONS**

Signs, decorations, banners, etc. must not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns in any rooms, hallways or lobbies in the Facilities without permission. The Licensee will not mark, paint, drill into or in any way alter, mar or deface any part of the Facilities.

Helium balloons are not permitted within the Coliseum and Performing Arts Center. Balloons may be used in the Convention Center with advance notice. If necessary, a balloon removal fee will be assessed.

## **5.33 SMOKING**

Smoking is not permitted inside any portion of the Facilities at any time. Smoking is restricted to outside the buildings only. The Licensee must cooperate with enforcing the no-smoking policy.

## **5.34 TAPE AND DECALS**

Only professional double-sided carpet tape may be used on Center floor. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Vinyl tape or chalk can be used to mark the floors.

Licensee and service contractors are responsible for the removal of all tape residue marks from the exhibition hall(s), concourse and meeting room floors. The use of high residue tape is prohibited on concrete floors and carpeted areas. Tape or residue left on any surface will be removed by the Center and the cost for removal will be billed to Licensee.

Adhesive-backed (stick-on) decals or similar items (except name tags or passes) must not be distributed or used in the Facilities.

## **5.35 WEAPONS**

The carrying of firearms and/or other weapons of any kind within the Facilities (except for "officers of the law") is strictly prohibited.

## 6.0 GENERAL GUEST POLICIES

---

The following is a list of general guest policies that will be enforced. These policies should be upheld regardless of the type of event. Any change to these policies must be cleared through the Facilities.

1. Each guest (including children two years and older) entering the Facilities for any type of ticketed event must have a ticket or the proper event credentials. Guests who experience a problem with their tickets (i.e., lost or stolen tickets, etc.) should be directed to the Main Ticket Office.
2. Guests entering the Facilities for an event must enter through the lobbies, where a visual inspection may be conducted. Media personnel must enter through a designated press entrance.
3. Guests may not bring any bottles, cans, coolers or alcoholic beverages into the Facilities. Weapons of any kind (knives, guns, clubs, etc.) or any objects that may be used as weapons are also strictly prohibited from being brought into the Facilities. Anyone found carrying alcoholic beverages, a weapon or an item that may be used as a weapon will be brought to the immediate attention of a manager or uniformed officer.
4. Loitering in the lobbies is prohibited. Only those persons with the intent to attend the event or buy tickets to an event may stand in the lobby.
5. Ticket resale or attempted resale at a price more than one dollar (\$1.00) above the price appearing on the face of the ticket (scalping) on Facilities' property is a violation of South Carolina state law.
6. All guests must wear footwear. All males must wear a shirt and pants or shorts of some type. All females must wear a blouse, pants, skirt, shorts or dress. Deviations will be brought to the attention of a manager.
7. Everyone must sit/stand in the location that matches the seat, section, row and number that is on their ticket.
8. Only one person is allowed to occupy a chair at a time, except for children less than two.
9. Standing on chairs, sitting on seat backs and placing feet on chair backs is prohibited.
10. Standing in the aisles, accessible platforms, vomitories or other restricted areas while an event is in progress is prohibited.
11. Only guests 21 years of age or older may purchase alcoholic beverages. These people must show proper identification and get their wrist banded prior to purchasing alcoholic beverages.
12. Guests may not sell any type of food, candy, beverages, tobacco products, souvenirs, toys, programs or event ticket in or on the Facilities' property. Only concessionaires contracted by or through Centerplate may sell food in and on the Facilities' property. Each employee doing so must wear the proper identification while selling.
13. Any guest caught defacing, damaging or destroying property or grounds will be brought to the immediate attention of a manager or uniformed officer.
14. Guests may not bring into the Facilities any item that may be used to interfere or disrupt the event (I.E., noise makers, obscene or offensive signs, laser lights, etc.).

## 7.0 FIRE & LIFE SAFETY STANDARDS

### North Charleston Fire Department

---

The guidelines listed below are general in nature and in no way relieve the Licensee and/or exhibitor or their representatives from complying with all applicable provisions of Federal, State and local fire and building codes. If you have any questions concerning these guidelines, please contact the North Charleston Fire Inspection Bureau at (843) 740-2617.

You may incur fees for the following services, if required, by the North Charleston Fire Department:

- a. Fire Watch
- b. Permit Fees
- c. After-hours site inspection (between the hours of 5:00 pm and 8:00 am)

Circumstances where fire watch, permit(s) or after-hours site inspections may be applicable, include, but are not limited to:

- a. Use of pyrotechnics
- b. Use of open flame
- c. Vehicles parked inside

#### General Requirements

1. Blocking of any Fire Exit is prohibited. Exit signs must remain visible.
2. No item or device will be hung from, or affixed to, any sprinkler head or piping.
3. Electrical installations must be in conformance with the National Electrical Code. All extension cords must have grounded plugs, must be UL listed, labeled and appropriately sized (we recommend using UL listed surge protectors). There must be no excessive use of extension cords.
4. Posted occupant loads must not be exceeded.
5. Display booths must be of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner.
6. Decorative materials, such as loose fibers, bark, curtains, hangings, table covers, etc. must be fire retardant treated in an approved manner.

7. The use of open flame, unless approved by this office, is prohibited.
8. Licensee must submit a plan showing all details of the event layout, including location and width of exit ways and aisles, for approval by the Fire Inspector. This plan must be submitted prior to move-in and include a contact name and phone number.

Plans should be forwarded to the North Charleston Fire Department, P.O. Box 190016, North Charleston, SC 29419-9016, and Attn: Chief Fire Inspector. Telephone number is 843-740-2617. Fax number is 843-745-1002. A copy of this plan must be forwarded to your Event Coordinator.

9. Vehicles on display within an exposition facility shall comply with NFPA 101 Life Safety Code 12.7.4.4 Vehicles:
  - a. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 38 L (10 gal) of fuel, whichever is less.
  - b. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
  - c. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
  - d. Fueling or defueling of vehicles shall be prohibited.
  - e. Vehicles shall not be moved during exhibit hours.
10. If a compressed natural gas (CNG) powered vehicle is parked inside a place of assembly, the following conditions must be met:
  - a. Close shutoff valve or valve outlet of CNG vehicle container and operate engine until it stops. The valve must remain closed while the vehicle remains indoors.
  - b. At least one battery cable must be disconnected from the battery used to start the vehicle engine and taped to prevent contact with the battery terminal.

11. If the floor space is occupied by tables, chairs or other movable furniture, aisles with at least 36 inches of clear width must be maintained to provide ready access to exit doorways.
12. Fire extinguishers must remain accessible and unobstructed.
13. The use and display of untreated cut Christmas trees are prohibited.
14. LP gas containers having a maximum water capacity of 12 lb. (Nominal 5 lb. LP Gas capacity) may be permitted for temporary use inside the Facilities for public exhibitions or demonstrations. If more than one such container is located in the same room, the containers must be separated by at least 20 feet. All tank cylinders must be secured.
15. Empty combustible containers (cardboard boxes, etc.) cannot be stored in or behind the booth. No more than 2,500 cu. ft. gross volume of combustible empty packing cases, boxes or barrels can be stored in any building.
16. Pyrotechnics will not be used unless a proper permit is obtained. The permit application can be obtained from the Facilities. **Permits must be obtained 45 days prior to the show.**

## **8.0 FOOD & BEVERAGE**

### **Centerplate**

---

#### **8.1 EXCLUSIVE SERVICES**

1. Centerplate is the exclusive provider of food and beverage service at the North Charleston Coliseum, North Charleston Performing Arts Center and the Charleston Area Convention Center Exhibit Hall Concessions, hereon referred to by Centerplate as the Facilities. Embassy Suites is the exclusive provider of food and beverage service in the Charleston Area Convention Center Ballrooms and Meeting Rooms. Centerplate and Embassy Suites are both preferred food and beverage catering providers in the Charleston Area Convention Center Exhibit Halls.
2. Food and beverage service includes, but is not limited to, the sale of beverages (alcoholic or otherwise) and food items.
2. In order for a Booth Food Permit to be issued, exact descriptions of sample and portion size must be submitted to Centerplate at least 21 days prior to the opening of the event. Exhibitors may sample only merchandise that they produce in the ordinary course of their business and must not be in competition with products or services offered by Centerplate. Exhibitor must sign a Hold Harmless Agreement, indemnifying Centerplate, SMG and the City of North Charleston from any claims for injury or illness that may arise from said activity. Said exhibitors must supply proper liability insurance.
3. It is the Show Manager's responsibility to distribute Booth Food Permit Applications and Hold Harmless Agreements (see attachments) to Exhibitors. Completed Applications along with an executed Hold Harmless Agreement and Insurance Certificate should be turned into Centerplate by the Show Manager no less than 21 days prior to the event.

#### **8.2 MENUS & FOOD**

1. Centerplate must be provided exact menu selections, meeting requirements and estimated number of patrons no later than 21 days prior to the first rental date. Exact number of guaranteed patrons must be given to Centerplate 3 working days prior to the event. Centerplate will prepare 5% over the guaranteed number.
2. No food or beverages will be brought in to the Facilities unless purchased from Centerplate (unless otherwise agreed in writing).
3. Due to insurance regulations, no leftover food or beverages can be taken from the premises. At the conclusion of the function such food becomes the property of Centerplate. When appropriate, leftover food is donated to local area shelters.
4. Booth Food Permits will not be issued for the distribution of alcoholic beverages.
5. When a Booth Food Permit is issued, exhibitors may distribute food samples in the authorized space only. Samples are limited to 2 ounces of non-alcoholic beverages and food items.
6. Exhibitors having the need to distribute food/beverage samples not relevant to their business or manufacturing will order these items from Centerplate.

#### **8.3 SAMPLING GUIDELINES**

1. Exhibitors or groups are not allowed to sell, give away or distribute samples of any food or beverage items without written permission from SMG and Centerplate. Upon agreement of all parties, a Booth Food Permit may be issued.

## **8.4 ALCOHOLIC BEVERAGES**

1. Centerplate follows and strictly adheres to the Alcoholic Beverage Laws established by the State of South Carolina.
2. Bringing alcoholic beverages into the Facilities is prohibited unless purchased from Centerplate or as otherwise agreed in writing.
3. Centerplate reserves the right, in its sole discretion, to suspend alcoholic beverage sales at any time during your event.
4. If Centerplate's Alcohol Licenses are suspended or revoked in whole or in part, or Centerplate is fined or otherwise sanctioned, because of an act or omission of customer, an exhibitor of customer, or an employee, agent, officer, licensee, guest, patron or invitee of customer or exhibitor of customer, customer must indemnify Centerplate for all claims, losses, damages and expenses, including reasonable attorneys' fees, incurred by the Centerplate due to such suspension, revocation, fine or sanction.

## **8.5 HOSPITALITY CATERING**

1. All hospitality catering must be arranged with and purchased from Centerplate. You or your event participants will not bring food, beverages and/or alcoholic beverages in the facility for hospitality purposes.

## **8.6 CONCESSION STANDS**

1. Concession stands are available to be open for your event. Please contact Centerplate at least 45 days prior to the event for this service.

## **8.7 FYI**

If you have any questions or concerns about the above-outlined policies or any other food and beverage-related issue, please contact Centerplate - North Charleston Facilities' General Manager at (843) 744-0168.

## 9.0 DIRECTIONS

For questions regarding the applicable rates and rules, please contact: **Facility Parking - (843) 554-3887**

The Coliseum/Convention Center area is located between International Blvd and Montague Avenue at Interstate 526 in North Charleston. Below are directions traveling from the South, North, East and West.

### When traveling from the South (Coming from Savannah/Hilton Head Area):

Take Interstate 95 North to Hwy 17 North (to Charleston). Follow Hwy 17 North to Interstate 526 East (to North Charleston.). Take the Montague Avenue exit off of I-526. If you are attending an event at the **Coliseum or Performing Arts Center**, at the bottom of the ramp, turn right onto Montague Avenue, the Coliseum and PAC are located on your left. If you are attending an event at the **Convention Center**, at the bottom of the ramp, go straight through the traffic light. At the next light, turn right onto International Blvd, the Convention Center is located on your right.

### When traveling from the North (Coming from Myrtle Beach/Georgetown Area):

Take Hwy 17 South to Interstate 526 West (to North Charleston). Follow I-526 past the I-526/I-26 Interchange. Take the first exit past the Interchange for International Blvd, Montague Avenue, and Charleston Int'l Airport. If you are attending an event at the **Coliseum or Performing Arts Center**, at the bottom of the ramp, go straight through the traffic light, following the signs for Montague Avenue. At the next light, turn left onto Montague Avenue, the Coliseum and PAC are located on your left. If you are attending an event at the **Convention Center**, at the bottom of the ramp, turn left onto International Blvd, and the Convention Center is located on your right.

### When traveling from the West (Coming from Greenville/Columbia area):

Follow Interstate 26 East to Exit 212B (I-526 West, Savannah/Airport). Take the first exit off of I-526 (for International Blvd, Montague Avenue, and Charleston Int'l Airport.) If you are attending an event at the **Coliseum or Performing Arts Center**, at the bottom of the ramp, go straight through the traffic light, following the signs for Montague Avenue. At the next light, turn left onto Montague Avenue, the Coliseum and PAC are located on your left. If you are attending an event at the **Convention Center**, at the bottom of the ramp, turn left onto International Blvd, and the Convention Center is located on your right.

### When traveling from the East (Coming from Downtown Charleston area):

Follow Interstate 26 West to Exit 213 (Montague Avenue). Turn left onto Montague Avenue. If you are attending an event at the **Coliseum or Performing Arts Center**, follow Montague Avenue past International Blvd, the Coliseum and PAC entrance is located on your right. If you are attending an event at the **Convention Center**, follow Montague Avenue to International Blvd; turn right onto International Blvd. The Convention Center is located on your left.

### North Charleston Coliseum/Convention Center/Performing Arts Center/Montague Terrace

## PARKING GUIDE





## 10.0 SERVICE CONTACTS

(All Area Codes are 843 unless noted)

---

### Audio/Visual Rentals:

AV Connections .....	529-1449
PDA Lighting - Sound - Special Effects .....	554-3466
Presentation Services AV .....	577-9185

### Bus Repair and Rental:

Sea Island Stages .....	767-4310
-------------------------	----------

### Backline:

Rhythm Section Backline .....	769-7406
-------------------------------	----------

### Catering:

Centerplate Catering .....	744-0168
Embassy Suites Charleston Convention Center .....	747-1882

### Chiropractor:

Ross Family Chiropractic.....	766-4444
Dr. Norman Bishop – Trident Family Chiro.....	764-3663
Carolina Chiropractor Peninsula Chiro .....	723-6475

### Dentist:

Dr. Jack Condrey .....	552-1600
Dr. Mike Engel.....	571-3560

### EMT:

American Heritage Ambulance .....	824-5225
Carolina Medicare.....	767-9997

### Fire Department:

Fire Marshal Cindy Kilette .....	740-2617
----------------------------------	----------

### Formalwear:

Tuxedo Junction .....	553-8470
-----------------------	----------

### Furniture Rental:

FSI.....	747-5223
----------	----------

### Golf:

The Golf Club at Westcott Plantation .....	(866) 211-4653 / 871-2135
--	---------------------------

### Hospitals:

Bon Secours St. Francis Xavier Hospital .....	402-1000
Charleston Trident Medical Center .....	797-7000
East Cooper Regional Medical Center.....	881-0100
Medical University of South Carolina.....	792-2300
Roper Hospital.....	724-2000

**Hotels & Motels (local):**

Embassy Suites Charleston Convention Center .....	747-1882
aloft Charleston Airport & Convention Center .....	566-7300
Comfort Suites N. Forrest Dr .....	725-5400
Courtyard by Marriott North Charleston .....	747-9122
Crowne Plaza .....	744-4422
Fairfield Inn .....	300-3100
Francis Marion Hotel.....	722-0600
Hampton Inn Airport.....	554-7154
Hilton Garden Inn Charleston Airport.....	308-9330
Holiday Inn Charleston Airport & Convention Center .....	576-0300
Holiday Inn Express Hotel & Suites North Charleston .....	553-1600
Holiday Inn Express Charleston North (E. Montague) .....	569-3200
Homewood Suites by Hilton.....	735-5001
Hyatt Place .....	302-8600
North Charleston Inn .....	744-8281
Residence by Marriott Charleston Airport .....	266-3434
Charleston Plaza North Charleston .....	747-1900
Sleep Inn North Charleston .....	572-8400
Stay Bridge Mazyck Rd.....	377-4600
Wingate Inn University Blvd .....	553-4444

**Laundry:**

Old Towne Cleaners (dry cleaning) .....	744-8822
Evanston Coin Laundry (wash/dry only).....	767-0131
Century Cleaners (dry cleaning & laundry).....	553-4621

**Licenses:**

City of North Charleston Business License office.....	740-2634
---	----------

**Limousine:**

Absolutely Charleston .....	747-4448
Private and Personal Transportation.....	323-1818
Royal Limousine.....	412-4134

**Massage Therapist:**

Jo Ann McDaniel .....	270-2027
Charleston Therapeutic Massage.....	723-7005
Billy Rampey.....	729-0463

**Music Stores:**

Fox Music House .....	740-7200
-----------------------	----------

**Photographer:**

Rick Rhodes Photography.....	766-7425
------------------------------	----------

**Physician - ENT**

Dr. C.W. Schwenzfeier ..... 763-0543  
Dr. Russell Kitch..... 863-1188

**Piano Rental and Tuning:**

Fox Music House ..... 740-7200  
John Eisenhart..... 552-2021  
Joe Malecki..... 853-8443

**Plants/Flowers:**

Frederick Florist ..... 744-8631  
McGrath's Ivy League Florist..... 554-8774  
Nancy's Exotic Plants ..... 556-9299  
The Flower Cottage ..... 577-6224

**Record/Tapes/CD Stores:**

Monster Music & Movies..... 571-4657

**Rigging Supplies:**

Charleston's Rigging & Marine Hardware, Inc..... 723-7145

**Security Services:**

North Charleston Police Department (Deputy Chief Deckard) ..... 740-2850  
United Event Services, Inc. (Mike Kahaly) ..... (803) 929-1133

**Stage Equipment:**

High Output, Inc. .... 722-3600  
NBS ..... 722-7507  
Production Design Associates ..... 554-3466

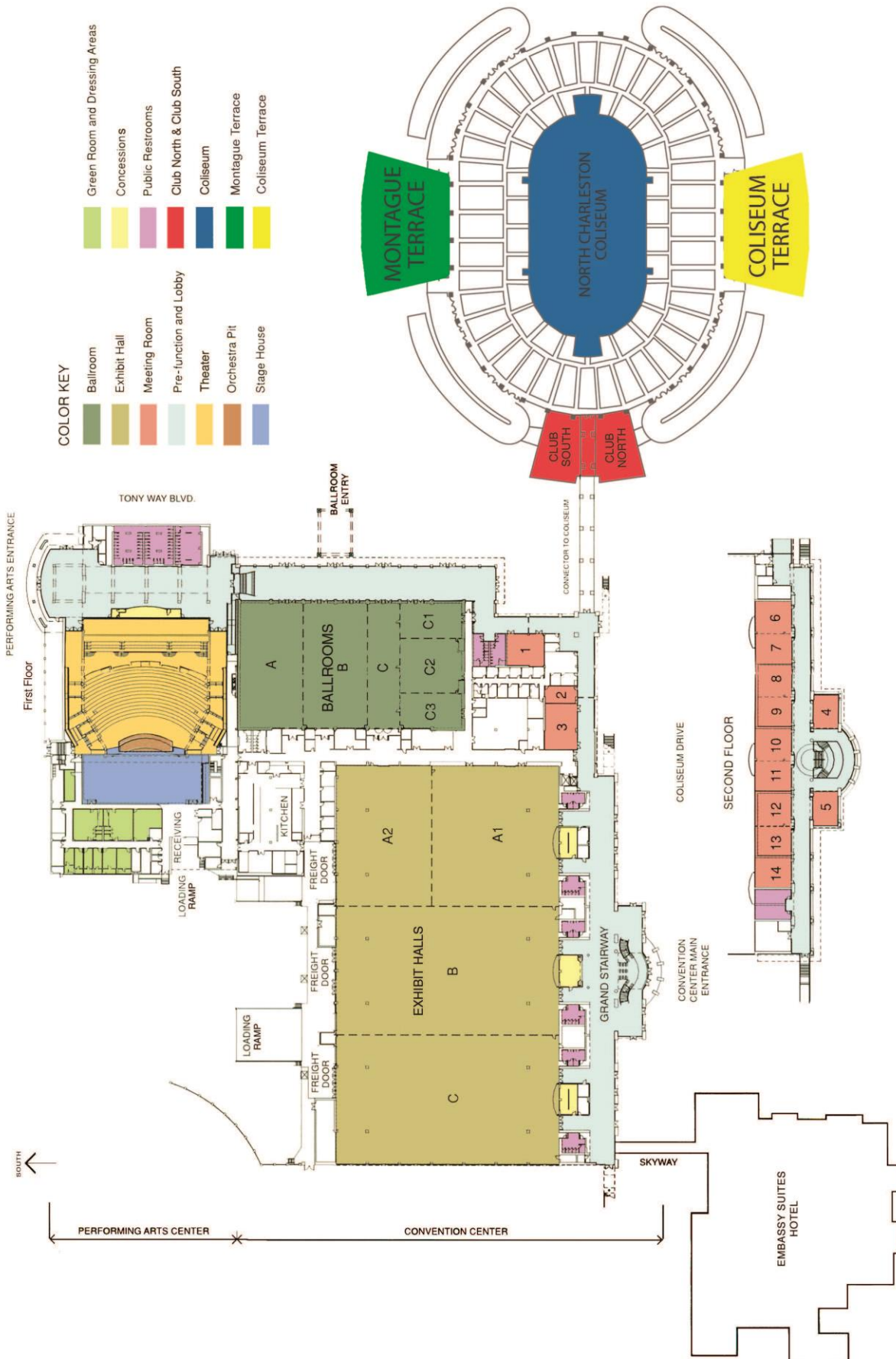
**Trade Show Decorating:**

PRX Exposition Services . .... (980) 313-1826

**Van/Truck/Auto Rental:**

Avis (Airport) ..... (800) 230-4898 / 767-7030  
Budget (Airport)..... 767-7051  
Enterprise (Airport) ..... 767-1109  
Jones Ford ..... 744-3311  
Thrifty (Airport)..... 552-1400

# 11.0 FACILITY DIAGRAM



## 12.0 EXHIBITOR FOOD BOOTH PERMIT APPLICATION

**Show:**

Date: From \_\_\_\_\_ To \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Items to be sampled	Size

Show Manager

Circle one

Approved

Not Approved

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Centerplate

Circle one

Approved

Not Approved

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Food Booth Permit Application **due from Exhibitor to Show Manager 30 days prior to first day of show.**

Food Booth Permit Application **due from Show Manager to Centerplate 21 days prior to first day of show.**

Food Booth Permits **will be issued to Show Manager by Centerplate 14 days prior to show.**

## Centerplate

North Charleston Coliseum • Performing Arts Center • Charleston Area Convention Center

5001 Coliseum Drive

North Charleston, SC 29418

(843) 744-0168 • Fax (843) 566-1731

## Exhibitor Food Booth Permit Hold Harmless Agreement

Notwithstanding the issuance of a Food Booth Permit by Centerplate, Exhibitor understands and acknowledges that Centerplate has no responsibility for the quality, preparation or storage of any beverages or food product to be sampled or dispensed by Exhibitor. Exhibitor must comply with all laws, rules and regulations applicable to the purchase, storage, preparation and dispensing of the beverages and food products covered by this permit. Exhibitor shall indemnify, defend and hold Centerplate and the City of North Charleston and their respective officers, owners, directors, employees, agents and affiliates harmless from and against any and all suits, claims, liabilities, judgments expenses (including attorney's fees and court costs), damages or losses, arising from the sampling, preparation, storage or dispensing of beverages and/or food products under the permit or at the show.

Exhibitor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



**CHARLESTON AREA CONVENTION CENTER**

R. Keith Summey  
Mayor

Frank Lapsley  
General Manager

**MARQUEE MESSAGE REQUEST FORM**

Form is due 14 days prior to the first date of your event

Name of event:	
Date of event:	
Event website:	
Contact name:	
Contact phone:	
Contact email:	
*Run dates requested:	<i>*We reserve the right to schedule all final run dates.</i>

**526 MARQUEE MESSAGE (252x126 pixels; 72dpi)**

**Option 1: Create your own artwork**

Art must be no larger than 252x126 pixels and 72dpi, and must be saved in a jpg format; email to address listed below.

**Option 2: We create the artwork for you**

If you have a logo or picture, please email it to us along with this form and we will do our best to put this in the message. No more than one picture/logo will be used for one message. In addition, we will list the event name (unless included in logo) and date(s) of event. We will also list your event website when possible. Space is limited, so we prefer to keep the copy to a minimum in order to ensure motorists are able to read marquee messages.

\*If your event is private, then please list a special message below. Please limit to 20-25 characters (*ex. Welcome Gymnasts! OR Thank You to our Sponsors*)

Message: \_\_\_\_\_

**INTERNATIONAL 1 MARQUEE MESSAGE (128x64 pixels; 72dpi)**

You can provide this artwork or we can internally create this message with above information.

**INTERNATIONAL 2 MARQUEE MESSAGE (128x32 pixels; 72dpi)**

You can provide this artwork or we can internally create this message. Due to very limited space, the only information listed will be the event name and date(s).

**Email form to [Eblanks@NorthCharlestonColiseumPAC.com](mailto:Eblanks@NorthCharlestonColiseumPAC.com)**

