

EXHIBITOR INFORMATION KIT

Cleveland Spring Home & Patio Show

**March 10-14, 2010
GREAT LAKES EXPO CENTER
1200 BABBITT ROAD
EUCLID, OHIO 44132**

SHOW OFFICE:

P.O. Box 550 Edgewater Branch
Cleveland, OH 44107-0550

Phone: (216) 529-1300

Fax: (216) 529-0311

Internet: www.homeandflower.com

e-mail: exhibitorinfo@expoinc.com

ENCLOSED WITH THIS MAILING YOU WILL FIND:

1. An **Exhibitor Information Kit**. In it we have tried to incorporate major matters with which Exhibitors are concerned in planning for the Show and at Show time. The items are listed alphabetically for your convenience. We respectfully suggest that you review thoroughly all items that affect your organization and pass on to the individual who will handle your exhibit installation.
2. The **Great Lakes Expo Center Service Order Form** including information on ordering electrical, forklift, water & drain services.
3. A **Decorating Services Guide** including information on ordering tables, chairs, carpeting, etc.
4. An application for A **Transient Vendor's License** - Mail directly to the Ohio Department of Taxation (the address is listed at the bottom of the Transient Form.)

NOTE: We recommend you order and pay for all services prior to the **March 4th deadline** to take advantage of the discounts offered to ensure timely installation of services.

Prepared by: EXPOSITIONS, INC.,

P.O. Box 550 - Edgewater Branch, Cleveland, OH 44107-0550

Phone: (216) 529-1300 Fax: (216) 529-0311

internet: www.homeandflower.com/cleveland e-mail: exhibitorinfo@expoinc.com

*****IMPORTANT – PLEASE READ*****

THERE ARE NO PROVISIONS FOR TELEPHONE SERVICE AT THE GREAT LAKES EXPO CENTER. PLEASE CALL AT&T AT (800) 660-3000 IF YOU NEED TO SET UP A TELEPHONE LINE.

2010 CLEVELAND HOME & PATIO SHOW

INSTALLATION INSTRUCTIONS – GREAT LAKES EXPO CENTER (GLEC)

* IT IS VERY IMPORTANT THAT THE PERSON(S) RESPONSIBLE FOR THE SET-UP AND DELIVERY OF YOUR DISPLAY ARE THOROUGHLY FAMILIAR WITH THIS INFORMATION.

GENERAL INFORMATION:

The Material Handling Contractor for the Event is the GLEC 1200 Babbitt Road, Euclid, Ohio 44032. Phone # 216-529-1300. Exhibitors who are shipping displays and literature should consult the "Shipping Instructions" portion of this Kit. * If you are using a Display Company to erect your exhibit, please inform them to contact the GLEC in advance.

SPECIFIC INSTALLATION:

Show Installation will be Monday, March 8th and Tuesday, March 9th from 8AM until 4PM. Please select whichever day works best for you. **We strongly encourage exhibitors with large dock height trucks to take advantage of our (14) loading docks and non-restrictive four-wheel dolly policy.**

For those exhibitors who need to drive into the building the procedure will be as follows:

- 1) Arrive to install; remove snow from your vehicle in the parking lot
- 2) Drive to the installation door; you will be directed as close as possible to your booth;
- 3) Unload vehicle with your own personnel; remove your vehicle from the building
- 4) Park in the Exhibitor lot, east side of the building, return to booth area & assemble your display

Forklift service is available and may be pre-ordered in the service kit

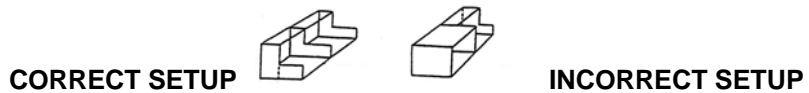
THERE IS NO PROVISION FOR INSTALLATION VIA VEHICLE ON THE SHOW FLOOR AFTER 12:00PM TUESDAY, MARCH 9TH.

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BOOTH CONSTRUCTION

Please review your exhibit contract regarding the construction of your display. The picture below is a good example of the right & wrong way. If you have any questions, please call the Show Office.



Floor Managers have the authority to ask any Exhibitor to correct a booth violation. Show Management has the right under contract to modify booth/construction violations at Exhibitor's expense at any time during installation or Run-of-Show.

BOOTH FURNISHINGS

See enclosed **Decorating Services Guide**

CONTRACT

We encourage you to re-read your exhibit contract as there are many important rules & regulations you should be familiar with including booth # and dimensions.

CRATE STORAGE

See STORAGE BEFORE SHOW

DISPLAY VEHICLES

A maximum of 2 gallons of fuel may remain in the tank, the cap must be locked or taped and the battery terminals disconnected and taped to comply with fire codes. All display vehicles must be approved by Show Management prior to being displayed.

ELECTRICAL

See GLEC **Service Order Form**

EXHIBIT SETUP LABOR

Exhibitors may use their own staff for setup/dismantling.

FLAME PROOF OF EXHIBITS

Exhibitors who bring anything flammable as part of their exhibit effects (background drape, table skirting, artificial trees, etc.) should make sure that such effects have been recently fireproofed. If you have any questions about fireproofing, please call the Euclid Fire Department at (216) 289-8425.

FLOOR MANAGERS

Our experienced Floor Managers are official representatives of Show Management. Their prime function is to assist you with any problem or emergency that you may have during installation and Run-of-Show. They may be identified by their gray or silver Expositions, Inc. badges.

FOOD POLICY

Food and beverage concession rights are retained and reserved exclusively by the GLEC.

FOOD SAMPLES

Any plans for dispensing food samples must be cleared in advance with the Show. The show reserves the right to reject any food samples.

PRIZES/GIVEAWAYS

All prizes/giveaways must be approved in writing by Show Management prior to the Show. **Per Building Rules no helium/mylar filled balloons are allowed to be handed out or displayed in the GLEC.**

Radisson Hotel & Suites Eastlake – Headquarters Hotel
35000 Curtis Boulevard, Eastlake OH 44095
(440) 953-8000 www.radisson.com/eastlakeoh

HOTEL

- \$79.00 Per Night + tax, Use Code **T-GLEXPO**
- Free shuttle service to/from the Expo Center
- FULL SERVICE HOTEL featuring restaurant & lounge, indoor pool & Sleep Number Beds

INSURANCE

Please see the enclosed sample of a Certificate of Insurance in this Exhibitor Kit that is a guide for your Company to follow. Our insurance company has requested us to inform all exhibitors of the types of Insurance Coverage, the Coverage Limits, required companies/entities that need to be Additional Insureds on your policy that are required to conduct business in the GLEC.

PACKAGES

Important Information Regarding ANY Shipments

UPS Shipments: If it is necessary to ship merchandise via UPS, mail, delivery service, etc.: Shipments should be consigned and addressed as follows: Cleveland Home & Patio Show, c/o Your Company Name, Booth Number(s), Great Lakes Expo Center, 1200 Babbitt Road, Euclid, Ohio 44132.

PARKING

Parking is **FREE** at the GLEC, however, oversized vehicles such as recreational vehicles, vehicles pulling trailers & vehicles larger than standard sized vehicles that require more than one parking space must park in a designated area.

PUBLICITY

Stem Public Relations will maintain an office at the Show. Please contact the Show Office for further details.

RECEIPTS/RELEASE SLIPS

Please be advised that security is "tight." If you are retailing, you must give customers a receipt. No part of a display may be removed from exhibit floor without a 'release,' which can only be obtained from a Floor Manager or at the "Show Information Booth." No releases are issued on closing day. They will not be required after 5:00pm, Sunday, March 14th.

RETAILERS

Bear in mind the Ohio **7.75%** sales Tax. All Exhibitors conducting retail sales who do not have a valid State of Ohio vendor's license on hand must pick up the forms for selling at the Show at the Ohio Department of Taxation, 615 West Superior Avenue, 5th Floor, Cleveland, Ohio 44113. Phone (888) 405-4039. These forms are to be made out in duplicate and kept with the Exhibitor during the Show and are to be sent with the required amount to Columbus after the Show. It is **REQUIRED** that sales receipts be furnished to all persons purchasing items at the show.

**** THE DEPARTMENT OF TAXATION REQUIRES US TO HAVE YOUR VENDOR ID # ON FILE. PLEASE EMAIL VENDOR ID TO schamberlin@expoinc.com**

REQUISITION FORM FOR SERVICE

Form enclosed is for ordering Forklift, Electrical and Water services. Services may also be ordered during installation at the "Customer Service Area." Exhibitors may bring their own flood and/or spotlights, but it is mandatory that the electrical contractor make all hard wire connections.

RUBBISH

Exhibitors should set empty crates, boxes and rubbish in the aisles by 12:00 noon Tuesday, March 9th to assure pick-up by opening of the Show. Please note that janitorial service provides clean-up of aisle space only. Exhibitors are responsible for clean-up of their own booth area before leaving the Show each night.

SECURITY

It is recommended that you lock up small articles (VCRs, DVDs, etc.) overnight. See a Floor Manager for specific Security Room locations. The Show provides 24-hour Security; however, the Show is not responsible for theft or damage to your exhibit. Please maintain an awareness of your cash, valuables, and booth merchandise. Report any suspicious behavior to uniformed security, Floor Managers and/or facility personnel located at entrances, exits, information booth, exhibitor credentials and show offices. Please review your exhibit contract should you need further clarification.

SHIPPING INSTRUCTIONS

All shipments must be prepaid. Address shipments to Cleveland Home & Patio Show, c/o Your Company Name, Booth Number(s), Great Lakes Expo Center, 1200 Babbitt Road, Euclid, Ohio 44132. Please be reminded that shipments should be marked for delivery only on Monday, March 8th thru Wednesday, March 10th.

SHOW HOURS

Wednesday, March 10th	11:00a.m. – 8:00p.m.
Thursday, March 11th	11:00a.m. – 8:00p.m.
Friday, March 12th	11:00a.m. – 8:00p.m.
Saturday, March 13th	10:00a.m. – 8:00p.m.
Sunday, March 14th	10:00a.m. – 5:00p.m.

Material Handling: GLEC, 1200 Babbitt Road, Euclid, Ohio 44132. Phone (216) 529-1300 or (800) 600-0307.

SHOW SERVICES

Independent Motor Freight Shipments: GLEC will receive shipments; however, shipper is responsible for tracing shipments.

Rental of Booth Furnishings: Counters, Tables, Chairs, Carpeting, etc. (You may provide your own). The Official Show Decorator has offices at the Show.

SIGN POLICY

Handmade or amateur signs of any type shall **not** be used. In addition, please refer to paragraph on the reverse side of the exhibit contract regarding BOOTH SPECIFICATIONS.

THERE ARE TWO TYPES OF CREDENTIALS:

SEASON – Good for one use per day, any day of the Show.

ONE-TIME – Good for one day only, (used mostly for part-time workers).

TICKETS, EXHIBITOR

QUANTITY OF TICKETS PER EXHIBITOR IS AS FOLLOWS:

<u>NON-RETAIL</u>	<u># SEASONS</u>	<u># ONE-TIMES</u>
10' x 10'	2	4
20' x 10'	2	4
30' x 10'	3	5
40' x 10'	4	6
50 x 10'	4	6

BULK SPACE EXHIBITORS OVER 500 SQUARE FEET

	<u># SEASONS</u>	<u># ONE TIMES</u>
500 – 800 sq. ft.	5	7
801 – 1200 sq. ft.	6	8
Above 1200 sq. ft	8	10

TICKETS, EXHIBITOR CONT'D.

Please Note: For exhibitors that are entering the Show via the South entrance **without tickets**, stop by the Credentials Desk, which will phone to the main Show Office to verify that there is a ticket for the worker. **These doors are only open during Show hours, no earlier.**

Remember: YOU ARE RESPONSIBLE FOR YOUR WORKERS TICKETS. Please distribute them to your workers before the show. If a ticket is lost, there is a replacement charge.

TICKETS, EXHIBITOR GUEST

These reduced price tickets sell for \$9.00 and are intended for friends, relatives, special guests, etc. The regular price of Adult General Admission Tickets is \$11.00. Exhibitor Guest Tickets may be purchased at the Show Office during the event.

VALUABLES

It is recommended that provisions be made for safeguarding valuables overnight. See your Floor Manager to locate lockup area.

**TRANSIENT VENDORS LICENSE
OHIO DEPARTMENT OF TAXATION**

The recent passage of House Bill 612 requires transient vendors to obtain a "**one-time**" (i.e. no annual renewal) Transient vendors license from the Ohio Department of Taxation (form attached). The fee is "**one-time**" and costs \$25.00. Send your application and a \$25.00 check or money order payable to "Treasurer of State" and mail to the Ohio Department of Taxation, Registration Unit, P.O. Box 182215, Columbus, Ohio 43218-2215 or you can call 888-405-4039 for more information.

Definition: Ohio Revised code Section 5739.17 provides for a Transient Vendors License when the person in a usual course of business, transport inventory, stock of goods, or similar personal property to a temporary place of business in a county where he/she has no fixed place of business, for the purpose of making retail sales of such property.



**Application for
Transient Vendor's License**

Vendor's license number

Please print.

_____ Federal employer identification no.

_____ Social Security no.

_____ Ohio corporate charter no.

If you are a foreign corporation, give Ohio certificate number _____

1. Check type of ownership: (10) Sole owner (20) Partnership (30) Corporation (40) Association
 (50) LLC (60) Fiduciary (70) LLP (80) LTD (100) Business trust

2. When did you or will you begin making taxable sales in Ohio? (mm/dd/yy) _____

3. Are you obtaining this license to make sales at a temporary place of business in a county in which you have no fixed place of business? Yes No

4. Provide NAICS code and state nature of business activity _____ (For the most current NAICS listings, visit our Web site at tax.ohio.gov)

5. Legal name _____
 (Corporation, sole owner, partnership)

6. Trade name or DBA _____

7. Primary address _____
 Home/office address of corporation, sole owner or partnership City State ZIP

 (Home/office phone no.) (Home/office fax no.) (Business phone no.)

8. Mailing address _____
 (If different from above) City State ZIP

9. How much sales tax do you expect to collect each month? (06) Less than \$200 (01) \$200 or greater

10. If this application is for a new registration due to change in ownership, please list the old account number.

11. If you operate as a corporation or partnership, list appropriate names, addresses and social security numbers below.

President/Partner _____
 Name Street City State ZIP Social Security no.

Vice Pres/Partner _____
 Name Street City State ZIP Social Security no.

Secy/Treas/Partner _____
 Name Street City State ZIP Social Security no.

I hereby declare the above to be true and correct to the best of my knowledge and belief.

_____ Date Signature of owner or officer of company

Fee for this license – \$25 (made payable to Ohio Treasurer of State). Send the original application and \$25 fee to: Ohio Department of Taxation, Registration Unit, P.O. Box 182215, Columbus, OH 43218-2215. Phone: (888) 405-4089. Retain a copy for your records.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED NAME OF INSURED MUST MATCH NAME ON CONTRACT	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS												
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ _____ \$ _____												
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS _____				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____												
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO _____				AUTO ONLY - EA ACCIDENT \$ _____ OTHER THAN EA ACC \$ _____ AUTO ONLY: AGG \$ _____												
	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE _____ <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ _____				EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ _____ \$ _____ \$ _____												
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> <td></td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td>\$ 1,000,000</td> </tr> </table>	WC STATUTORY LIMITS	OTHER		E.L. EACH ACCIDENT		\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE		\$ 1,000,000	E.L. DISEASE - POLICY LIMIT		\$ 1,000,000
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E.L. DISEASE - EA EMPLOYEE		\$ 1,000,000															
E.L. DISEASE - POLICY LIMIT		\$ 1,000,000															
	OTHER																

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

EXPOSITIONS, INC., 1200 BABBITT ROAD LLC, ROYAL APPLIANCE MFG., EUCLID COMMERCE ONE LLC, EXPOSITIONS, INC., THEIR PARENT CORPORATION, SUBSIDIARIES AND ALL AFFILIATED COMPANIES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE CLEVELAND SPRING HOME & PATIO SHOW ON MARCH 4TH - MARCH 19TH, 2010.

CERTIFICATE HOLDER

City of Los Angeles
 Office of the City Administrative Officer, Risk Management
 200 North Main Street, Room 1240
 Los Angeles, CA 90012
 EXPOSITIONS, INC. ATTN: SUE CHAMBERLIN
 P.O. BOX 550 - EDGEWATER BRANCH
 CLEVELAND, OHIO 44107-0550

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



aesi

www.advancedexposolutions.com

February 2010

Cleveland Home & Patio Show
March 10-14, 2010
Great Lakes Expo Center
Babbitt Rd. @ 90/Rt. 2/271 Spur
Euclid Ohio

PLEASE READ THIS INFORMATION CAREFULLY

Dear Exhibitor,

Advanced Expo Solutions International Inc. (AESI) would like to be one of the first to welcome you to the show. As the exclusive service contractor for the event, we will do our part to make your experience a successful one. Listed below is information you may need and where to find it in this kit.

Please be sure to include Payment Summary Form (page 2), with all orders.

Show Information

AESI Terms and Agreement Form
Page 1 – Payment Summary Form
Page 2 – Furnishings Rental Order Form
Page 3 – Carpet Rental Order Form
Page 4 – Computer Rental Form

NOTE EARLY DEADLINE FOR ADVANCE PAYMENT – March 4th, 2010 – NO EXCEPTIONS

Show Information:

Exhibitor Move In: March 8-9, 2010. **Show management will provide a schedule.**

Exhibitor Move Out: March 14 & 15, 2010. Move out request can be handled on site

Inclusive Booth Package (These items have been supplied by show management):

8' Back Drape
3' Side Rail Drape

Blue & White

***** Facility floor is concrete unless carpet is ordered*****

Deadline for advanced orders (No Exceptions will be made): March 4th, 2010

AESI Terms and Conditions Agreement

1. Please make sure your company's name and booth number(s) are on EACH completed form and returned to AESI along with payment. Orders sent in without payment will not be processed until such payment has been received.
2. Payment must be received in our office prior to advanced deadline noted above. Any orders received after the deadline will be filled to the best of our ability and charged full floor order price. We cannot guarantee to have every color or every item for orders placed after the deadline.
3. Exhibitor must advise AESI of any services or products not delivered on site prior to close of show. No credits will be issued after show closing.
4. All materials ordered in advanced will be in the booth prior to your arrival.
5. Advance discount prices apply to orders received in our office prior to deadline date noted on each form. Faxed orders without credit card information are considered void until such information is received.
6. By providing AESI with credit card information, please understand that AESI is authorized to charge additional floor orders on show site to the credit card we have on file.
7. Items ordered and delivered to booth but subsequently cancelled, will be invoiced at 50% of the rental cost. Provided package booth items do not have refund value.
8. All rental items must be returned to AESI in the same condition as issued. Exhibitor will be charged full additional floor price for any soiled, stained, lost or damaged items that require replacement, repair or cleaning.
9. We are the **exclusive** decorator for all enclosed services. No other rental company or supplier is permitted in hall to service exhibitors without the express written consent of AESI.
10. By returning the Payment Summary Form, or any other AESI form, the exhibitor confirms acceptance of all AESI Terms and Agreements.

Payment Summary Form

Event: Cleveland Home & Patio Show – Euclid OH

Show Date(s): March 10-14, 2010

Deadline for advanced discounted orders: March 4th, 2010**INSTRUCTIONS:**

- 1.) Please total amounts from each order form and insert on the corresponding line(s) below.
- 2.) Calculate SUBTOTAL and insert on line marked TOTAL.
- 3.) All orders must be received in our office with payment by deadline noted above in order to qualify for advanced discount or floor order prices will be charged.

FURNISHINGS RENTAL	\$ _____
CARPET ORDER	\$ _____
COMPUTER RENTALS	\$ _____
SUBTOTAL	\$ _____
GRAND TOTAL	\$ _____

Enclosed is our check in the amount of _____ Check #: _____

Charge my credit card: American Express _____ MasterCard _____ Visa _____

Card # _____ Expires: _____

Card Holder's Name: _____ **3 Digit security code** _____
(Print)

Signature of Card Holder: _____

Company Name: _____ Booth #: _____

Address (billing address of card) _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail Address: _____

Authorized Signature: _____

***By signing and returning this form, exhibitor accepts all AESI Terms and Agreements**

PLEASE RETAIN THIS COPY FOR YOUR RECORDS. *No hard copy receipt will be sent.*
Please be sure all terms and conditions on the previous page have been read and understood.

FURNISHING RENTAL ORDER FORM

Event: Cleveland Home & Patio Show – Euclid OH
 Show Date(s): March 10-14, 2010

Deadline for advanced discount orders: March 4th, 2010

QTY	DESCRIPTION	UNIT PRICE		SUBTOTAL	QTY	DESCRIPTION	UNIT PRICE		SUBTOTAL
		ADVANCED	FLOOR				ADVANCED	FLOOR	
Skirted Display Tables skirted three sides with white vinyl top					Unskirted Display Tables no skirting – white vinyl top only				
	4' x 2' x 30" tall	\$45.00	\$59.00			4' x 2' x 30" tall	\$15.00	\$19.00	
	6' x 2' x 30" tall	\$59.00	\$69.00			6' x 2' x 30" tall	\$19.00	\$24.00	
	8' x 2' x 30" tall	\$69.00	\$79.00			8' x 2' x 30" tall	\$24.00	\$29.00	
	3' x 30" round	\$69.00	\$79.00			3' x 30" round	\$29.00	\$39.00	
	5' x 30" round	\$69.00	\$79.00			5' x 30" round	\$29.00	\$39.00	
Skirted Counter High Tables					Unskirted Counter High Tables				
	4' x 2' x 40" tall	\$49.00	\$59.00			4' x 2' x 40" tall	\$24.00	\$34.00	
	6' x 2' x 40" tall	\$59.00	\$69.00			6' x 2' x 40" tall	\$29.00	\$39.00	
	8' x 2' x 40" tall	\$69.00	\$79.00			8' x 2' x 40" tall	\$36.00	\$44.00	
	3' x 40" round	\$79.00	\$89.00			3' x 40" round	\$44.00	\$49.00	
	5' x 40" round	\$79.00	\$89.00			5' x 40" round	\$44.00	\$49.00	
Extra Skirting					Miscellaneous Items and Hardware Use color choices for drape. Drape is priced per linear foot.				
	Skirt for your table	\$25.00	\$35.00			ft. 8' tall booth drape	\$6.00	\$9.00	
	Skirt 4 th side	\$15.00	\$20.00			ft. 3' tall booth drape	\$4.00	\$6.00	
Skirt Color Choices (Please select one)						3' uprights w/base	\$6.00/set	\$10.00/set	
White ___ Burgundy ___ Black ___						8' uprights w/base	\$10.00/set	\$15.00/set	
Red ___ Dark Green ___ Silver ___						Horizontal bar	\$10.00	\$15.00	
Booth Furnishings						12' – 16' up w/base	\$50.00 ea	\$60.00 ea	
	Folding chair	\$9.00	\$15.00			4' x 8' pegboard	\$155.00	n/a	
	Side chair	\$19.50	\$24.50			Horizon ___ Vet ___			
	Arm chair	\$24.50	\$29.50			4' x 8' Velcro board	\$155.00	n/a	
	Bar stool w/back	\$39.00	\$44.00			Horizon ___ Vet ___			
	Easel	\$15.50	\$19.50			4' table risers skirted	\$25.00	\$35.00	
	Wastebasket	\$9.00	\$15.00			6' table risers skirted	\$35.00	\$45.00	
	Coat tree	\$18.00	n/a			8' table risers skirted	\$45.00	\$55.00	
	Garment rack	\$25.00	n/a			Jewelry case	\$400.00	n/a	
						Refrigerator	\$199.00	n/a	
				TOTAL \$					TOTAL \$

Payment must be included with all orders whether via fax, mail or at show-site. We will **NOT** accept phone orders.

Exhibitor _____ Booth # _____

Carpet Rental Order Form

Event: Cleveland Home & Patio Show – Euclid OH

Show Date(s): March 10-14, 2010

Deadline for advanced discounted orders: March 4, 2010

Standard Booth Carpet: Please make selections

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. This carpet is not designed to cover the entire area of your booth. You will have a 1' gap at the back. If you would prefer to have your entire space carpeted, please refer to custom carpet orders below.

Size	Quantity	Advance Price	Floor Price	Total
9 x 10		\$89.00	\$99.00	
9 x 20		\$165.00	\$195.00	
9 x 30		\$240.00	\$275.00	
20 x 20		Custom cut \$300.00	\$350.00	
30 x 30		Custom cut \$400.00	\$450.00	

Custom Booth Carpet

Complete exhibit carpet price includes laying, trimming, seaming, waste, edge taping, rental and removal of carpet cut specifically to your measurements and/or needs.

Complete area size _____ ft. x _____ ft. = _____ total sq. ft.			Total
Advanced Price \$1.25 sq. ft.	Floor Price \$1.50 sq. ft.	multiply total square feet times price to get total	

* Carpet Color Selection

Red _____ Grey _____ Dk. Green _____
 Blue _____ Black _____ Burgundy _____

Miscellaneous

	Total
Carpet Padding _____ ft. x _____ ft. = _____ sq. ft. at \$0.60 per sq. ft advance price	
Plastic Covering _____ ft. x _____ ft. = _____ sq. ft. at \$0.35 per sq. ft. advance price	

Carpet Sweeping

	Total
Daily Sweeping _____ ft. x _____ ft. = _____ sq. ft. at \$0.15 per sq. ft. x _____ days	

*Color choices not provided by exhibitor will be selected to coordinate with show colors.

Exhibitor _____ Booth # _____

Computer Rental Form

Event: Cleveland Home & Garden Show – Euclid OH
 Show Date(s): March 10-14, 2010

Deadline for advanced discounted orders: March 4, 2010

ALL PRICES INCLUDE DELIVERY, SET UP, INSTRUCTIONS AND DISMANTLE AT YOUR BOOTH

<u>Computer Systems:</u>	<u>Price</u>	<u>Amount</u>
P-3 700 MHz Desktop (128 MB RAM, 8.4 GB HD, 8 MB Video, CD-ROM/DVD. Sound, 10/100 Ethernet, 15" Monitor)	\$ 290.00	\$ _____
Compaq Laptop	\$ 350.00	\$ _____
<u>Computer Printers:</u>		
HP LaserJet 4050 (1200 DPI, 8 MB Memory)	\$ 95.00	\$ _____
<u>Monitors/Displays:</u>		
15" Color XGA Monitor	\$ 75.00	\$ _____
15" Active Matrix LCD Flat Panel	\$ 125.00	\$ _____
19" Active Matrix Dell Flat Panel (black)	\$ 175.00	\$ _____
Monitor splitter booster w/cables	\$ 75.00	\$ _____
<u>Plasma Flat Screens</u>		
22" LG	\$175.00	\$ _____
26" LG with built in DVD/CD	\$275.00	\$ _____
48" Samsung	\$475.00	\$ _____
<u>Computer Software</u>		
Microsoft Office XP (Complete Package loaded on rental computer)	\$ 90.00	\$ _____
Total:		\$ _____

Exhibitor: _____ Booth Number: _____

GREAT LAKES EXPO CENTER SERVICE ORDER FORM

Show Name: _____ **Contact Person:** _____

Company Name: _____ **Booth #** _____

Address: _____ **City:** _____ **State:** _____ **Postal Code:** _____ **Country:** _____

Phone # () _____ **Fax # ()** _____ **Email:** _____

Signature _____ **Print Name:** _____

ELECTRICAL REQUESTS

Quantity	Description	NOTE: EXTENSION CORDS ARE NOT AVAILABLE	Advance Rate Order by 3/4/10	On-Site Rate	Total Due
	Low Power: 5-10 Amps/600-1200 Watts List Equipment to be powered (i.e. TV, Light Bulbs):		\$50	\$70	
	Medium Power: 10-20 Amps/1201-2400 Watts List Equipment to be powered (i.e. High Watt Bulb, Electric Heater, etc.):		\$75	\$95	
	High Power: Above 20 Amps List Equipment to be powered (Be specific please):		Please ask for quote	Please ask for quote	

MATERIAL HANDLING REQUESTS

Quantity	Description	Advance Rate Order by 3/4/10	On-Site Rate	Total Due
	Towmotor/Forklift Service (per half hour)	\$30	\$50	
	Towmotor/Forklift Service (per hour)	\$50	\$70	
	Date/Time Required (List Here):			

WATER REQUESTS

Quantity	Description	Advance Order by 3/4/10	On-Site Rate	Total Due
	Water Fill & Empty	Please ask for quote	Please ask for quote	

Order Form must be accompanied by full payment by check.
MAKE CHECKS PAYABLE TO 1200 BABBITT ROAD LLC & SEND TO:

1200 Babbitt Road, LLC
P.O. Box 550 - Edgewater Branch
Cleveland, Ohio 44107
Phone: 216-529-1300
Fax: 216-529-0311

SUB-TOTAL DUE _____
ADD 7.75% TAX _____
TOTAL AMT. PAID _____
(BY CHECK ONLY)
DATE PAID _____

IMPORTANT! PLEASE NOTE:

1. You must list the specific items you are powering!
2. Electric power will be brought within 10 feet (or closer) of your booth - please provide your own 10 foot extension cord
3. **DO NOT UNDER ORDER ELECTRIC** - Please take the time to add up all of your items and their total electric power consumption. Any damage done to the Expo Center is the responsibility of the exhibitor
4. There are no provisions for telephone service at the Expo Center. Please call AT&T at (800) 660-3000 if you need to set up a telephone line.