



EXHIBITOR KIT

Bay City Michigan * Suite #7
6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Re: **Indiana Bridal & Wedding Expo**
OCTOBER 13, 2024
Sunday 1 pm - 5 pm
Indiana State Fairgrounds and Event Center – Ag/Hort Building

Dear Exhibitors:

Show Management has selected Exhibition Services, Inc. to serve as your official Exposition Service Contractor. Enclosed are equipment forms for additional decoration supplies, all of the services offered in this exhibitor kit are optional. If your company is interested in any of the services, please e-mail or fax all forms back to Exhibition Services, Inc. with your payment enclosed. Please take the time to read and understand the payment policy terms and conditions. All rental equipment remains the property of Exhibition Services, Inc. Exhibition Services, Inc. takes great pride in our newly acquired equipment. Any damaged equipment, repair or replacement costs, if necessary, will be the responsibility of the exhibition firm.

NEW DRAYAGE REQUIREMENTS FOR ALL INBOUND / OUTBOUND AND STORAGE

ESI WILL NO LONGER ACCEPT THIRD PARTY BILLING FOR DRAYAGE. EXHIBITORS THAT REQUIRE THIS SERVICE WILL NEED TO HAVE A CREDIT CARD ON FILE AND WILL BE RESPONSIBLE FOR PAYMENT FOR ALL EXHIBITING MATERIAL HANDLED. ESI WILL NOT BILL MANUFACTURERS FOR DRAYAGE SERVICES, THE EXHIBITING FIRM WILL BE RESPONSIBLE FOR ALL FEES.

- Take the time to assess all your needs carefully.
- Read and understand payment policy.
- Place your orders in advance and save valuable time and money.

The following items are included as part of your booth fees paid by Show management:

- Exhibit booth draping with 8 ft. high backdrop & 3ft high side drape.

Show colors are as follows:

- Pipe & Drape – Solid White banjo drape
- Table skirts -- White

TO QUALIFY FOR ADVANCE RATES, YOUR ORDERS WITH PAYMENT MUST BE RECEIVED SEVEN DAYS PRIOR TO VENDOR MOVE-IN. SOME EQUIPMENT AND SERVICES MAY REQUIRE ADDITIONAL TIME.

RETURN TO: Orders@esiusa.biz

FAXED ORDERS ARE NO LONGER ACCEPTED.



EXHIBITOR KIT

Bay City Michigan * Suite # 7
6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

- IMPORTANT -

Please take the time to read and understand the Payment Policy terms and conditions. This will save you valuable time and money

ESI accepts the following payment methods: Cash (on site only), check, money order, and cashier's check and credit cards for all orders.

Please remit all payments to:

Exhibition Services Inc
6907 Westside Saginaw Rd.
Suite # 7
Bay City MI 48706

All claims must be made prior to show closing. Absolutely no credit will be issued after that time. As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please be advised on site representatives, staff and third party designate of the entire payment policy.

ADVANCED ORDER PRICING:

All orders must be mailed in and received in our office ten working days with payment prior to move-in to qualify for the Advanced Order Price. All other orders will be priced as Floor Prices. Any orders placed during set-up must be accompanied by full payment prior to delivery of the service or product. Credit Cards will **NOT** be accepted during move-in.

FLOOR ORDERS (on site orders):

All orders placed on-site are subject to the floor order rate. All faxes received without payment will be subject to floor order rates. Your on-site representative must be made aware of this payment policy. Credit Cards will **NOT** be accepted during move-in.

CANCELLATION / REFUNDS:

Items canceled after services have been rendered prior to show startup time will be charged 50% of original price. Refunds are made in Company Credit Only! All claims must be made prior to show closing. No credits will be issued after that time. There will be NO third-party billing. Exhibition Services, Inc. is here to service you the exhibitor to have a more productive event. If you have any questions or need any service that is not listed, contact our Exposition Service Department.

DRAYAGE DELIVERY:

All drayage must be sent to Exhibition Services Inc. for Inbound service 7 days prior to vendor move-in to qualify for the Advance Rate. All other deliveries will be subject to the Floor rate.

Drayage that require unloading and or loading by ESI will be subject to fees associated with the service being provided.

See: **LABOR / FORK TRUCK REQUEST FORM**

FORK TRUCK / LABOR SERVICES:

Fork Truck / Labor Request Form need to be filed along with payment with ESI 7days prior to Vendor move-in to qualify for Advance Pricing. All other orders request not filed within the said time will be billed at Floor Rate.



CARPET FORMS

RETURN TO: Orders@esiusa.biz

Bay City Michigan * Suite # 7

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name	Show Date
Company	Booth # Booth Size
Authorized Contact Signature	Authorized Contact - Please Print Date

Advance Order Deadline: Seven (7) days prior to first move-in day. No Refunds, exchanges or credits for any booth package items. All orders must be accompanied by "Contact & Payment information" form. All orders are subject to the enclosed Terms, Conditions, and Policies.	Credit Card Information Required with All Orders.
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STANDARD BOOTH CARPET (14 OUNCE)				
QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	87.00	118.50	
	10' x 20'	140.00	175.00	
	10' x 30'	208.80	261.80	
	10' x 40'	278.40	348.00	
	10' x 50'	Call for Quote	N/A	

CHECK CARPET COLOR: BLACK BLUE GRAY GREEN RED

Above prices include: installation, removal, edge taping only, and nightly vacuuming. Installed in clean condition. Dye lot not guaranteed on combinat orders of 10' wide stock. Floor orders for all carpet related items are subject to availability. Please order in advance.

NON- STANDARD SIZE BOOTH CARPET (14 OUNCE)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT x _____ FT	_____ SQ FT.	2.44 per square foot	4.00 per square foot	

CHECK CARPET COLOR: BLACK BLUE GRAY GREEN RED

Non- Standard size booth carpet rates apply to any width not in 10' increments.

PREMIUM BOOTH CARPET (28 OUNCE)				
QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	197.00	N/A	
	10 x 15'	240.00	N/A	
	10' x 20'	320.00	N/A	
	10' x 30'	480.00	N/A	
	10' x 40'	540.00	N/A	

CHECK CARPET COLOR: BLACK BLUE GRAY GREEN RED

Above prices include: installation, removal, edge taping only, and nightly vacuuming. Installed in clean condition. Dye lot not guaranteed on combi nat orders of 10' wide stock. Floor orders for all carpet related items are subject to availability. Please order in advance.

PADDING				
QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	101.26	131.00	
	9' x 15'	152.50	196.00	
	9' x 20'	202.52	261.00	
	9' x 30'	303.78	391.00	
	9' x 40'	405.04	521.00	

Above prices include: installation, removal, padding, all taping, plastic covering and nightly vacuuming. Installed in new condition. Premium carpet MU ordered fourteen (14) days prior to first move-in day.

PLASTIC COVERING				
PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT	
Feet wide x feet deep= SQ. FT.	\$.44 per square ft.	\$.50 per square ft.		

* Protective covering includes installation, removal, and taping	TOTAL NON-TAXABLE CARPET ITEMS	\$
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DRAYAGE FORMS

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Bay City Michigan * Suite # 7

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name _____		Show _____	
Date _____			
Company _____		Booth # _____	Booth Size _____
Authorized Contact Signature _____		Authorized Contact - Please Print _____	Date _____
X _____		X _____	X _____

Return all orders to Orders@esiusa.biz

GENERAL INSTRUCTIONS

- This form must be completed and returned prior to our receipt of any freight.
- Payment must accompany this order.
- All drayage charges are payable upon demand at close of event.
- Payment accepted by the following methods:
Corporate Check, Money Order, Cash
- All pallet shipments must be within a 4ft (w) x 4ft (l) x 94" (h) area
Any pallet sent that does not conform to the said sizes will be subject re-palletizing fee.
- Pallets received must be in a sold working condition.
- Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE

ALL PACKAGES MUST BE ADDRESSED AS FOLLOWS:

Exhibiting Firms Name
Show Name
c/o Exhibition Services, Inc.
Suite # 7
6907 W. Side Saginaw Rd.
Bay City MI 48708

INBOUND SERVICE

- ADVANCE RATE: \$.50 per lb. 200 lb. (\$100.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.75 per lb. 200 lb. (\$150.00) minimum charge.
- Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE:

Amount Due (min. 200 lbs. - \$100.00) --- Advance Rate
\$.50 per lb. x _____ # of lbs = \$ _____
Number of Containers _____
Number of skids _____ Amount Due _____
Payment Enclosed \$ _____ Ck. # _____

Please check how freight will be shipped in: Account # _____
____ UPS _____ Federal Express _____ Other Courtier _____ Motor Carrier _____

OUTBOUND SERVICE

- ADVANCE RATE: \$.50 per lb. 200 lb. (\$100.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.75 per lb. 200 lb. (\$150.00) minimum charge.
- Allow 5 working days for drayage to be processed & shipped from our Michigan warehouse.
- Special request for shipments must be arranged with an ESI associate.

Amount due (min. 200 lbs. - \$100.00) --- Advance Rate
\$.50 per lb. x _____ # of lbs = \$ _____
Number of Containers _____
Number of skids _____ Amount Due _____
Payment Enclosed \$ _____ Ck. # _____

Please check how freight will be shipped out: Account # _____
____ UPS _____ Federal Express _____ Other Courtier _____ Motor Carrier _____

ON SITE SERVICE / STORAGE

- ADVANCE RATE: \$.50 per lb. 200 lb. (\$100.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.75 per lb. 200 lb. (\$150.00) minimum charge.
- Special request for shipments must be arranged with an ESI associate.

Pallet 4ft x 4ft x 92" – Cold Storage # of pallets _____ * \$45.00 = _____ per wk * # of wks _____ = \$ _____ Balance
Non Pallet booth material – Cold Storage # of boxes _____ * \$25.00 = _____ per wk * # of wks _____ = \$ _____ Balance

Amount due (min. 200 lbs. - \$100.00) --- Advance Rate
Advance Rate \$.50 per lb. x _____ # of lbs = \$ _____
Number of Containers _____
Number of skids _____ Amount Due _____
Payment Enclosed \$ _____ Ck. # _____



CREDIT CARD AUTHORIZATION FORMS

RETURN TO: Orders@esiusa.biz

Bay City Michigan * Suite # 7

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name		Show Date	
Company		Booth #	Booth Size _____X_____
Address		Phone Number	
City	State	Zip	Fax Number
Contact	Title		
Authorized Contact Signature		Authorized Contact - Please Print	Date

(PLEASE TYPE OR PRINT)

PLEASE DUPLICATE ALL FORMS FOR YOUR OWN RECORDS BEFORE RETURNING ORIGINALS
PLEASE SIGN AND DATE UPON ACCEPTANCE OF RENTAL AGREEMENT. ALL ORDERS MUST BE
RECEIVED (7) SEVEN DAYS PRIOR TO VENDOR MOVE-IN TO QUALIFY FOR ADVANCE RATES.

Furniture Order Form Total	_____
Carpet Order Form Total	_____
Drayage Order Form Total	_____
Misc. Order Total	_____
FORK TRUCK / LABOR FORMS	_____
Processing fee of 4%	_____
Total Balance Due	_____

CREDIT CARD INFORMATION

Card Type: ___ Visa ___ MasterCard ___ American Express

Card Account Number: _____ CVV: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholders Billing Address: _____

City: _____ State: _____ Zip: _____

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Bay City Michigan * Suite #7
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Sunday 1 pm - 5 pm Indiana State Fairgrounds and Event Center – Ag/Hort Building

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FURNITURE FORM

RETURN TO: Orders@esiusa.biz
 Bay City Michigan
 Suite # 7

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name _____		Show Date _____	
Company _____		Booth # _____	Booth Size _____
X _____		X _____	X _____
Authorized Contact Signature _____		Authorized Contact - Please Print _____	
X _____		Date _____	
_____		M _____	D _____ Y _____

Advance Order Deadline: Seven (7) days prior to first move-in day. No Refunds, exchanges or credits for any booth package items. All orders must be accompanied by "Contact & Payment information" form. All orders are subject to the enclosed Terms, Conditions, and Policies.						Credit Card Information required with All Orders. C.C. # _____ Exp date: _____ Adv Price _____ Floor Price _____ Check # _____				
STANDARD TABLES (30" HIGH)						BOOTH FURNITURE				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	
	2 x 4' Plain	21.81	29.00			Solid black folding Chair	4.55	5.65		
	2' x 4' Covered & Skirted / 4 sides	39.22	49.00			Black / chrome chair	5.55	6.65		
	2' x 6' Plain	29.38	37.00			Solid white folding chair	6.38	7.65		
	2' x 6' Covered & Skirted	49.77	59.00			White Padded chair	12.14	N/A		
	2' x 8' Plain	49.06	58.00			Padded Counter Stool / back	28.06	58.00		
	2' x 8' Covered & Skirted	59.80	79.00			Wastebasket - 7 gallon	12.32	15.00		
	4th side skirted optional	18.22	27.00			Upholstered Arm Chair	36.97	N/A		
COUNTER TABLES (42" HIGH)						BOOTH ACCESSORIES				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	
	2 x 4' Plain	27.52	35.00			Easel	24.64	31.00		
	2' x 4' Covered & Skirted	43.93	58.99			5' x 6' Garment Rack	64.07	77.00		
	2' x 6' Plain	39.91	49.00			4' x 8' Pegboard	184.83	222.00		
	2' x 6' Covered & Skirted	55.25	69.00			4' x 8' Tack board	184.83	222.00		
	2' x 8' Plain	39.77	49.00			Chrome Stanchion	27.11	33.00		
	2' x 8' Covered & Skirted	72.81	82.00			Velvet Rope 8' long	27.11	33.00		
	4th side skirted optional	18.22	27.00			Flat Cart - 1 hour	25.00	35.00		
SPECIALTY TABLES (30" HIGH)						BOOTH DRAPING & HARDWARE				
	30" Dia. Round Plain	18.49	32.33			Chrome Bag Holder	49.29	60.00		
	30" Dia. Round Covered & Skirted	45.70	47.00			Literature Rack	92.42	111.00		
	60" Dia Round Plain	27.66	N/A			Swivel Spotlight	40.66	52.00		
	60" Dia Round Covered & Skirted	56.11	N/A			Locking Ipad Display Stand	73.20	88.00		
	6' Crescent Serpentine Plain	35.82	N/A							
	6' Crescent Serpentine Cov'd / Skirted	55.95	N/A							
	4th side skirted optional	18.22	27.00							
SPECIALTY TABLES (42" HIGH)						BOOTH DRAPING & HARDWARE				
	4' x 1' x 1' Plain Table Top Raiser	15.65	29.00			3'(h) drape per ft.w/ hardware	3.70	5.00		
	4' x 1' x 1' Covered Table Top Raiser	27.49	37.00			8'(h) drape per ft. w/ hardware	6.00	8.00		
	6' x 1' x 1' Plain Table Top Raiser	22.25	34.00			Aluminum Crossbar (6' - 10')	10.41	13.00		
	6' x 1' x 1' Covered Table Top Raiser	31.59	43.00			Base Plate for 3' Upright	6.94	9.00		
	8' x 1' x 1' Plain Table Top Raiser	26.25	34.00			3' Aluminum Upright	6.94	9.00		
	8' x 1' x 1' Covered Table Top Raiser	34.59	48.00			Base Plate for 8' Upright	8.10	10.00		
	4th side skirted optional	22.22	27.00			8' Aluminum Upright	8.10	10.00		
TABLE ACCESSORIES						PLEASE CHECK SKIRT COLOR CHOICES				
	Raise Any Plain Table to 42" High	24.00	30.00			Table includes white vinyl top cover & three skirted sides				
	Raise Any Cov'd Skirted Table to 42" High	32.00	40.00			<input type="radio"/> BLACK	<input type="radio"/> ROYAL BLUE	<input type="radio"/> SILVER		
	Cover & Skirt for 30" table	37.00	46.00			<input type="radio"/> WHITE	<input type="radio"/> RED	<input type="radio"/> HUNTER GREEN		
	Cover & Skirt for 42" table	43.16	52.00							
	Switch package table	36.34	44.00							
						TOTAL NON- TAXABLE ITEMS \$				



CARPET FORMS

RETURN TO: Orders@esiusa.biz

Bay City Michigan * Suite # 7

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name	Show Date
Company	Booth # Booth Size
Authorized Contact Signature	Authorized Contact - Please Print Date

Advance Order Deadline: Seven (7) days prior to first move-in day. No Refunds, exchanges or credits for any booth package items. All orders must be accompanied by "Contact & Payment information" form. All orders are subject to the enclosed Terms, Conditions, and Policies.	Credit Card Information Required with All Orders.
---	--

STANDARD BOOTH CARPET (14 OUNCE)				
QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	87.00	118.50	
	10' x 20'	140.00	175.00	
	10' x 30'	208.80	261.80	
	10' x 40'	278.40	348.00	
	10' x 50'	Call for Quote	N/A	

CHECK CARPET COLOR: BLACK BLUE GRAY GREEN RED

Above prices include: installation, removal, edge taping only, and nightly vacuuming. Installed in clean condition. Dye lot not guaranteed on combinat orders of 10' wide stock. Floor orders for all carpet related items are subject to availability. Please order in advance.

NON- STANDARD SIZE BOOTH CARPET (14 OUNCE)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT x _____ FT	_____ SQ FT.	2.44 per square foot	4.00 per square foot	

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Non- Standard size booth carpet rates apply to any width not in 10' increments.

PREMIUM BOOTH CARPET (28 OUNCE)				
QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
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PADDING				
QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
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	9' x 20'	202.52	261.00	
	9' x 30'	303.78	391.00	
	9' x 40'	405.04	521.00	

Above prices include: installation, removal, padding, all taping, plastic covering and nightly vacuuming. Installed in new condition. Premium carpet MU ordered fourteen (14) days prior to first move-in day.

PLASTIC COVERING				
PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT	
Feet wide x feet deep= SQ. FT.	\$.44 per square ft.	\$.50 per square ft.		

* Protective covering includes installation, removal, and taping	TOTAL NON-TAXABLE CARPET ITEMS	\$
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DRAYAGE FORMS

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Show Name _____		Show _____	
Date _____			
Company _____		Booth # _____	Booth Size _____
Authorized Contact Signature _____		Authorized Contact - Please Print _____	Date _____
X _____		X _____	X _____

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- Payment accepted by the following methods:
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Exhibiting Firms Name
Show Name
c/o Exhibition Services, Inc.
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Bay City MI 48708

INBOUND SERVICE

- ADVANCE RATE: \$.50 per lb. 200 lb. (\$100.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.75 per lb. 200 lb. (\$150.00) minimum charge.
- Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE:

Amount Due (min. 200 lbs. - \$100.00) --- Advance Rate
\$.50 per lb. x _____ # of lbs = \$ _____
Number of Containers _____
Number of skids _____ Amount Due _____
Payment Enclosed \$ _____ Ck. # _____

Please check how freight will be shipped in: Account # _____
____ UPS _____ Federal Express _____ Other Courtier _____ Motor Carrier _____

OUTBOUND SERVICE

- ADVANCE RATE: \$.50 per lb. 200 lb. (\$100.00) minimum charge. **All other charges are separate.**
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- Allow 5 working days for drayage to be processed & shipped from our Michigan warehouse.
- Special request for shipments must be arranged with an ESI associate.

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ON SITE SERVICE / STORAGE

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- FLOOR RATE: \$.75 per lb. 200 lb. (\$150.00) minimum charge.
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Pallet 4ft x 4ft x 92" – Cold Storage # of pallets _____ * \$45.00 = _____ per wk * # of wks _____ = \$ _____ Balance
Non Pallet booth material – Cold Storage # of boxes _____ * \$25.00 = _____ per wk * # of wks _____ = \$ _____ Balance

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6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name		Show Date	
Company		Booth #	Booth Size _____X_____
Address		Phone Number	
City	State	Zip	Fax Number
Contact	Title		
Authorized Contact Signature		Authorized Contact - Please Print	Date

(PLEASE TYPE OR PRINT)

PLEASE DUPLICATE ALL FORMS FOR YOUR OWN RECORDS BEFORE RETURNING ORIGINALS
PLEASE SIGN AND DATE UPON ACCEPTANCE OF RENTAL AGREEMENT. ALL ORDERS MUST BE
RECEIVED (7) SEVEN DAYS PRIOR TO VENDOR MOVE-IN TO QUALIFY FOR ADVANCE RATES.

Furniture Order Form Total	_____
Carpet Order Form Total	_____
Drayage Order Form Total	_____
Misc. Order Total	_____
FORK TRUCK / LABOR FORMS	_____
Processing fee of 4%	_____
Total Balance Due	_____

CREDIT CARD INFORMATION

Card Type: ___ Visa ___ MasterCard ___ American Express

Card Account Number: _____ CVV: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholders Billing Address: _____

City: _____ State: _____ Zip: _____

Return all orders to Orders@esiusa.biz



**REQUISITION FOR ELECTRICAL INSTALLATION
FOR INDIANA STATE FAIRGROUNDS EVENTS - 2024**

ERMCO No. _____

Trade Show Name _____
 Start Date of Show _____ Booth No. _____
 Exhibitor Name _____
 Telephone Number _____
 Exhibitor Address _____
 City, State, Zip _____
 Contact _____

Mail Requests and Payment to:
 ERMCO, Inc.
 P. O. Box 1507
 Indianapolis, IN 46206
 Attention: Tunisha Hooten
 Email: thooten@ermco.com

Questions:
 Attention: Jake VanWye
 Call: (317) 416-7158
 Email: jvanwye@ermco.com

Please note: **All equipment and labor for electrical work shall be furnished by ERMCO, Inc., the official electrical contractor for trade shows at the Indiana State Fairgrounds. Exhibitors shall not furnish nor have furnished by any agent other than ERMCO any electric. SERVICES NOT LISTED BELOW WILL BE FURNISHED ON A TIME AND MATERIAL BASIS**

ITEM	QUANTITY	PRICES		TOTAL
		Advance	Floor	
OUTLETS - 110 VOLT, GROUNDED:				
500 WATTS, INSTALLED COMPLETE		\$51.25	\$63.75	
1000 WATTS, INSTALLED COMPLETE		\$69.50	\$85.75	
1500 WATTS, INSTALLED COMPLETE		\$95.75	\$112.00	
2000 WATTS, INSTALLED COMPLETE		\$97.25	\$114.75	
OUTLETS - 220 VOLT, GROUNDED:				
30 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$153.25	\$193.50	
60 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$230.50	\$289.00	
30 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$173.00	\$213.50	
30 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$183.25	\$223.50	
60 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$304.50	\$386.50	
60 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$314.50	\$396.50	
100 AMP, 1 PHASE		\$465.00	\$510.00	
100 AMP, 3 WIRE AND LARGER		BY QUOTE	BY QUOTE	
FLOODLIGHTS & SPOTLIGHTS:				
1500 WATT, QUARTZ FLOODLIGHT		\$90.25	\$110.50	
OTHER - \$440.00 MINIMUM PER SHOW				
FEEDS FOR POWER FOR 24 HOUR SERVICE, ADD		\$37.95	\$57.60	
SUBTOTAL				
7% SALES TAX				
TOTAL				

Materials used will remain the property of ERMCO, Inc. Exhibitor agrees to pay for material not returned.

For any telephone and internet needs, please use Telephone/IT Order Form or contact events@indianastatefair.com.

LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)	
8:00 AM to 4:30 PM, Monday through Friday	\$ 105.45
4:30 PM to 12:00 PM, Monday through Friday	\$ 158.18
All other times	\$ 210.90

NOTE: *Electricity is A/C - 60 cycles, 1 phase, 120 or 208 volt/3 phase, 208 volt.
 *24 HOUR SERVICE MUST BE REQUESTED IN ADVANCE.
***ADVANCE PRICING IS VALID UP TO 5 BUSINESS DAYS PRIOR TO START OF EVENT.**
***BILLS MUST BE PAID BEFORE THE START OF THE SHOW.**

We accept All Major Credit Cards. Payment made out to ERMCO.

Credit Card Number: _____ Expiration Date: _____
 Card Billing Zip Code: _____ CVV2 Code: _____
 Printed Name: _____ Amount: _____
 Customer Signature: _____ Date Signed: _____



2024 Hardline Internet and Telephone Order Form

Event Name: _____
 Event Start Date: _____
 Booth Name: _____
 Booth #: _____

On-Site Primary Contact Information:
 On-Site Contact: _____
 On-Site Cell Number: _____
This must be filled out

SHARED INTERNET *Recommended for light use and/or general web browsing.
 External routers/switches PROHIBITED on this network.*

	ADVANCE	FLOOR	QTY	TOTAL
High Speed (5 Mb Shared)	\$740.00	\$890.00	_____	_____
High Speed (20 Mb Shared)	\$1,430.00	\$1,590.00	_____	_____
High Speed (100 Mb Shared)	\$2,600.00	\$2,780.00	_____	_____
High Speed (250 Mb Shared)	\$6,500.00	\$6,730.00	_____	_____

DEDICATED INTERNET *Recommended for HD streaming & advanced web browsing.
 External routers/switches ALLOWED on this network.*

	ADVANCE	FLOOR	QTY	TOTAL
High Speed (5 Mb Dedicated)	\$1,470.00	\$1,600.00	_____	_____
High Speed (20 Mb Dedicated)	\$2,840.00	\$2,990.00	_____	_____
High Speed (100 Mb Dedicated)	\$5,250.00	\$5,400.00	_____	_____
High Speed (250 Mb Dedicated)	\$13,100.00	\$13,200.00	_____	_____

TELEPHONE *Includes phone and phone line with/without voicemail during the event.
 VOIP Phone replacement cost is \$300 each*

	ADVANCE	FLOOR	QTY	TOTAL
VOIP Phone (Each)	300.00	\$460.00	_____	_____

ADVANCED PRICING IS VALID UP TO 5 BUSINESS DAYS PRIOR TO START OF EVENT
 We accept all Major Credit Cards – Payment made to Indiana State Fair Commission
PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

SUBTOTAL _____
7% SALES TAX _____
TOTAL _____

CUSTOMER SIGNATURE

DATE

Signing this is Acceptance of Terms and Conditions and Authorization of Order

I hereby acknowledge the above listed on-site authorized contact is permitted to make onsite changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Indiana State Fairgrounds & Event Center to provide services as requested herein, is authorized to request such services, and acknowledges full and complete understanding of the Terms and Conditions. Terms and Conditions can be found at www.indianastatefair.com/InternetT&C

Company Billing Information:

Company Name: _____
 Company Address: _____
 Company City, State, Zip _____
 Email Address: _____

Mail Payments to:

Indiana State Fairgrounds & Event Center
 Attention: Accounting
 Indianapolis, IN 46205
 Email: accounting@indianastatefair.com



FOOD SAMPLING AND BEVERAGE/ALCOHOL TASTING APPLICATION

Event Name: _____

Event Date: _____

Booth Number: _____ Building Exhibiting In: _____

CONTACT INFORMATION

Company Name: _____

Name: _____

Phone#: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

SAMPLING/TASTING INFORMATION

Please list item, including quantity, portion size, method of dispensing item(s).

The Company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless the Indiana State Fair Commission, Urick Concessions, R.E. Smith Food and Drink, or Facility Concessions Services Inc., dba Spectrum from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (including alcoholic beverages).

Please return this for approval to:
Carrie Stadtmiller
Vendor Services Manager, Indiana State Fairgrounds & Event Center
1202 E. 38th St., Indianapolis, IN 46205
O/F 317-927-7624; cstadtmiller@indianastatefair.com

Approved By: _____

Date: _____



Food Sampling & Beverage Tasting Guidelines for Year-Round Events – Revised January 2023

Year-round show producers/promoters or exhibitors are not permitted to bring outside food or beverage into the buildings at the Indiana State Fairgrounds & Event Center for public or personal consumption unless specifically permitted in writing.

Exhibitors of year-round events may not do food sampling or beverage tastings, including alcoholic beverages, unless prior permission has been given in advance and in writing to the Food & Beverage Manager. This is also included in all Facility Use Agreements.

If granted written permission in either instance, the show promoter and exhibitor shall be responsible to adhere to all Indiana State Fairgrounds & Event Center guidelines, all applicable Indiana Department of Health food handling and safety regulations, and all Indiana Tobacco & Alcohol Commission regulations. In addition, the show promoter will be required to provide Host Liquor Liability Coverage as set forth in Section 21 (b)(iv) or proof of other liquor liability coverage as required by the Indiana State Fair Commission.

Food Sampling Guidelines:

Exhibitors may **distribute samples** of food only upon written authorization from the Food & Beverage Manager, as well as adhering to all conditions outlined below.

- Items sampled are limited to products Manufactured, Processed or Distributed by exhibiting companies or made in a Permitted Kitchen.
- No home-based vendors or out of state vendors using cottage rules.
- Samples may not be prepared in a hotel room, camper, or home kitchen.
- **Exhibitors must complete the following tasks and return all required paperwork no later than 30 days prior to the event start date.** Failure to comply with this deadline could result in the exhibitor not being able to do sampling. All paperwork needs to be returned to the Food & Beverage Manager via email: concessions@indianastatefair.com
 - Fill out the Food Sampling/Beverage Tasting Application listing all products to be sampled
 - Fill out the Temporary Food Establishment Form for the Indiana Department of Health (there is not a fee for this form)
 - Current Food Permit for your certified establishment.
 - Submit a current copy of a ServSafe Certificate or other food handling certification class
 - Submit a Certificate of Liability Insurance with \$2 million liability insurance naming the Indiana State Fair Commission and State of Indiana as additional insureds. The address for both entities is: 1202 E. 38th Street Indianapolis, IN 46205
- Show promoters and exhibitors will be required to adhere to all applicable Indiana Department of Health food handling and safety regulations.
- Food items are limited to “bite size” – not to exceed 3oz.

Food Selling Guidelines:

Exhibitors may **sell food** only upon written authorization from the Food & Beverage Manager, as well as adhering to all conditions outlined below.

- All outlined guidelines as listed above for Food Sampling must be adhered to for selling of food in booth spaces.
- Any food items sold must be pre-packaged items.
- Food items prohibited from being sold on Indiana State Fairgrounds & Event Center property include:
 - Popcorn

- Ice Cream
- Products containing CBD

Beverage/Alcohol Tasting Guidelines:

Exhibitors may **serve tastings** upon written authorization from the Food & Beverage Manager, as well as complete adherence to all conditions outlined below. Note: PepsiCo is the official non-alcoholic drink sponsor of the Indiana State Fairgrounds & Event Center, including but not limited to soda, water, sports and energy drinks.

- Indiana Farm Wineries, Breweries, and Artisan Distilleries are permitted to attend events on Tradeshow/Exhibition Permit to do tastings.
- Beverages, including alcohol, must be dispensed and distributed in accordance to all Indiana Alcohol & Tobacco Commission codes and Indiana Department of Health codes.
- Beverage items prohibited from being tasted on Indiana State Fairgrounds & Event Center property include:
 - Non-PepsiCo products including sodas, water, sport and energy drinks
 - Products containing CBD
- **Any exhibitor approved to offer tastings, must complete the following information no later than 15 days prior to event start date. Failure to comply with this deadline could result in this exhibitor not being able to do tastings.**
 - Fill out the Food Sampling/Beverage Tasting Application listing all products to be tasted
 - Submit a Certificate of Liability Insurance with \$2 million liability insurance naming the Indiana State Fair Commission and State of Indiana as additional insureds. The address for both entities is: 1202 E. 38th Street Indianapolis, IN 46205
 - Alcohol Exhibitor: Apply for their Tradeshow/Exhibition Permit with the Indiana Alcohol and Tobacco Commission.
 - Once you receive your permit number or approved email, this must be submitted to the Food & Beverage Manager.
- Items sampled are limited to products Manufactured, Processed or Distributed by exhibiting companies.
- If a show promoter wants alcohol tastings served at his/her event via an exhibitor, the show promoter must provide Host Liquor Liability of \$2 million as part of their Certificate of Liability Insurance to the Indiana State Fairgrounds & Event Center.
- All tastings must be done by a person with the following:
 - Valid Indiana Alcohol Servers Permit
 - Server Training Certificate
 - Photo ID
 - The above information is to be returned to the Food & Beverage Manager no later than 2 weeks prior to event start date.
 - Licensed bartenders may be arranged to do tastings through the Commission's caterer starting at \$25/hour.
- All tastings must be served in plastic, disposable cups in the following quantities:
 - Beer: 3 oz
 - Wine/Wine Coolers/Spirit Coolers: 1 oz
 - Liquor: ½ oz
 - Non-Alcoholic Beverages: 4 oz
- No more than 3 tastings per person per day.
- Tastings must end 30 minutes prior to closing time of event's scheduled time. This must be posted at the location of tasting in view of the consumer.
- If any person appears to be intoxicated, it is the server's responsibility to not serve that person. If he/she has issues with the patron, the server must contact the Manager on Duty and/or ISF&EC Security. There is a zero tolerance for over-serving.

Beverage/Alcohol Selling Guidelines:

Exhibitors may sell bottled beverages only upon written authorization from the Food & Beverage Manager, as well as adhering to all conditions outlined below.

- If permitted by the Food & Beverage Manager for the Indiana State Fair Commission, Indiana Breweries, Indiana Farm Wineries and Indiana Artisan Distilleries may sell their own products to consumers for consumption off the State Fairgrounds.
- Items prohibited from being sold on the Fairgrounds
 - Alcohol by the glass
 - Any non-alcoholic product by the glass

Additional Information:

Please note that the Indiana Department of Health and the Indiana Alcohol and Tobacco Commission/ Indiana State Excise Police does have the right to inspect an event/vendor without prior notice.

Failure to comply with any portion of these guidelines may result in immediate termination of the sampling/tasting by the Indiana State Fairgrounds & Event Center for the duration of the event.

If you have any questions or need assistance, please contact your Event Manager or the Food & Beverage Manager at concessions@indianastatefair.com or 317-927-7624.

We look forward to working with you to help make your event a success!



**REGISTRATION APPLICATION FOR A TEMPORARY
RETAIL FOOD ESTABLISHMENT**

State Form 55110 (R2 / 4-13)
Indiana State Department of Health – Food Protection Program

Return completed form to:
Indiana State Department of Health
Food Protection Program, Room N855
100 N. Senate Ave.
Indianapolis, IN 46204
317/234-8569 (fax) 317/233-9200

Please complete a form for each separate operation.

410 IAC 7-24-107 PREREQUISITE FOR OPERATION

- (a) A person may not operate a retail food establishment without first having registered with the department as required under IC 16-42-1-6.
- (b) A retail food establishment registered with a local health department or other regulatory authority shall be considered registered with the department under IC 16-42-1-6.
- (c) To allow verification that the retail food establishment is constructed, equipped, and otherwise meets requirements of this rule, the regulatory authority shall be notified of an intent to operate at least thirty (30) days prior to registering under this rule.

ESTABLISHMENT OWNER INFORMATION

Establishment Owner's Name			
Mailing Address (number and street)			
City	State	ZIP Code	County
E-mail	Telephone Number	Fax Number	

ESTABLISHMENT INFORMATION

Establishment or Organization			
Establishment or Organization Address (number and street)			
City	State	ZIP Code	County
E-mail	Telephone Number	Fax Number	

EVENT INFORMATION

Event Name	
Event Contact	Telephone Number
Date(s) of Event (month, day, year)	Hour(s) of Event
Food to be Served	
Location of your operation during this Event (check one): <input type="checkbox"/> Grandstands <input type="checkbox"/> On the Fairgrounds – Lot Number: _____ <input type="checkbox"/> Building (specify): _____ (Building Name)	
Type of structure (check one): <input type="checkbox"/> Trailer <input type="checkbox"/> Tent <input type="checkbox"/> Cart <input type="checkbox"/> Booth: _____ (Booth Number) <input type="checkbox"/> Other: _____ (Specify) <input type="checkbox"/> Stock truck: _____ (State and License Plate Number) <input type="checkbox"/> Prep truck: _____ (State and License Plate Number)	
Providing Samples to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Food Prep / Storage at location other than Fairgrounds? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, provide Other Site Prep / Storage address.) _____ (Street) _____ (City) _____ (State) _____ (ZIP Code) _____ (County)	
If located elsewhere on fairgrounds, provide location: _____	

Original Signature of applicant	Date (month, day, year)
Printed name of applicant	Title

