



# Form A FURNITURE RENTAL ORDER FORM

**P.O. Box 21245 - Louisville, KY 40221**  
**Ph. (502) 969-8588**  
**email - andy@agxofky.com**

**Payment Policy -**

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

**Cancellation Policy -**

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

\*\*\*VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW\*\*\*

**Late Request -**

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

**Color/Size Selection-**

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

**DEALINE FOR RETURN OF FORM: \*2 weeks prior to move in \***

Miscellaneous Accessories				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	Stack Chair, Gray/Padded, No Arms	\$35.00	\$45.00	
	Stool 30" Gray w/ back	\$50.00	\$60.00	
	Wastebasket w/ Liner	\$10.00	\$12.00	
	Easel, Chrome/Tripod	\$20.00	\$25.00	
	Stanchion, Chrome	\$35.00	\$50.00	
	Stanchion Rope, Blue/Padded	\$20.00	\$25.00	
	White Plastic Chain (per Ft.)	\$2.00	\$3.00	
	Stanchion, Black/Metal	\$10.00	\$15.00	

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

**Circle Color Selection**

Black	Blue	Burgandy	Gold	Teal
Gray	Red	White	Hunter Green	

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

Display Tables - 30" High x 2' Wide				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long Table SKIRTED 3 SIDES	\$75.00	\$85.00	
	6' Long Table SKIRTED 3 SIDES	\$90.00	\$100.00	
	8' Long Table SKIRTED 3 SIDES	\$95.00	\$110.00	
	4' Long Table NOT SKIRTED	\$35.00	\$40.00	
	6' Long Table NOT SKIRTED	\$40.00	\$50.00	
	8' Long Table NOT SKIRTED	\$45.00	\$55.00	
	4th Side Skirted 6' or 8' (30" or 40")	\$35.00	\$45.00	

**Circle Color Selection**

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

Display Tables - 40" High x 2' Wide				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long Table SKIRTED 3 SIDES	\$85.00	\$100.00	
	6' Long Table SKIRTED 3 SIDES	\$95.00	\$110.00	
	8' Long Table SKIRTED 3 SIDES	\$105.00	\$120.00	
	4' Long Table NOT SKIRTED	\$45.00	\$55.00	
	6' Long Table NOT SKIRTED	\$50.00	\$60.00	
	8' Long Table NOT SKIRTED	\$55.00	\$65.00	

**Circle Color Selection**

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

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

**Circle Color Selection**

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

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

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

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

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

Subtotal \$ \_\_\_\_\_

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

Name of Event: \_\_\_\_\_ Booth # \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Address \_\_\_\_\_  
(street) (City) (State) (Zip)

Print/Type Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



# CARPET RENTAL ORDER FORM

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

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\*\*\*VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW\*\*\*

**Late Request -**

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**Color/Size Selection -**

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**DEADLINE FOR RETURN OF FORM:** \*2 weeks prior to move in \*

## Standard Exhibit Booth Carpet

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

CHECK ONE		DISCOUNT RATE	STANDARD RATE	CHECK ONE		DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/>	9 Ft. X 10 Ft.	\$140.00	\$175.00	<input type="checkbox"/>	9 Ft. X 30 Ft.	\$405.00	\$455.00
<input type="checkbox"/>	9 Ft. X 20 Ft.	\$270.00	\$310.00	<input type="checkbox"/>	9 Ft. X 40 Ft.	\$540.00	\$600.00

Blue     Grey     Red     Hunter Green     Black     Burgandy     Teal

## Complete Exhibit Area Carpet

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

<input type="checkbox"/> Complete Area Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @	DISCOUNT RATE	STANDARD RATE	TOTAL
	\$2.05/Sq. Ft.	\$2.45/Sq. Ft.	

Blue     Grey     Red     Hunter Green     Black     Burgandy     Teal

## Custom Decorators Plush Carpet

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

<input type="checkbox"/> Custom Carpet Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @ \$2.75/Sq. Ft. = \$ _____
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Check color desired for custom carpet (Samples available upon request).

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

## Padding - Protective Plastic Covering - Tape

6 lb. Padding Area Size _____ Ft. x _____ Ft. _____ Sq. Ft. @ \$1.15/Sq. Ft. = \$ _____
Plastic Area Size _____ Ft. x _____ Ft. _____ Sq. Ft. @ \$0.30/Sq. Ft. = \$ _____

## Vacuuming / Shampoo

- DAILY VACUUM Carpet is vacuumed ONCE before initial opening of exhibit and DAILY thereafter.
- Per Day - Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft. x \$0.30 per Sq. Ft. \_\_\_\_\_ x # of Days = Total \$ \_\_\_\_\_
- Over 1000 Sq. Ft. - Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft. x \$0.25 per Sq. Ft. \_\_\_\_\_ x # of Days = Total \$ \_\_\_\_\_
- ONE TIME VACUUM-Carpet is vacuumed ONCE before initial opening of exhibit: Total Sq. Ft. \_\_\_\_\_ X \$0.35 per Sq. Ft. = Total \$ \_\_\_\_\_

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

Name of Event: \_\_\_\_\_ Booth # \_\_\_\_\_ Firm Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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

Print/Type Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Subtotal \$ \_\_\_\_\_**

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**Services and Equipment Ordered**

\* NOTE: ONLY COMPLETE INFORMATION ASSOCIATED WITH ENCLOSED FORMS\*

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

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

Subtotal: \_\_\_\_\_  
6.00% State Sales Tax: \_\_\_\_\_  
Non-Taxable Total: \_\_\_\_\_  
**TOTAL:** \_\_\_\_\_

**Payment By Check**

**PLEASE MAKE CHECK TO:  
A.G. Exhibitions**

**Please Complete The Following:**

Check Number \_\_\_\_\_ Dated \_\_\_\_\_ In Amount Of \$ \_\_\_\_\_

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

**Payment By Credit Card**

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

Card Member Name: \_\_\_\_\_

Card Type:  VISA  MASTERCARD  AMEX

Account Number:

Expiration Date:     Signature: \_\_\_\_\_

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

# \_\_\_\_\_

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

Name of Event: \_\_\_\_\_ Booth # \_\_\_\_\_ Firm Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Print/Type Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

Date Received: \_\_\_\_\_ Invoice # \_\_\_\_\_ Check # \_\_\_\_\_ Amount: \_\_\_\_\_

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**REQUISITION FOR ELECTRICAL INSTALLATION  
FOR INDIANA STATE FAIRGROUNDS EVENTS - 2026**

Mail or Email Requests and Payment  
to: Email: [isfevents@ermco.com](mailto:isfevents@ermco.com)  
ERMCO, Inc.  
P. O. Box 1507  
Indianapolis, IN 46206  
Attention: Eric Edwards

Trade Show Name \_\_\_\_\_  
Start Date of Show \_\_\_\_\_ Booth No. \_\_\_\_\_  
Exhibitor Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Contact Telephone Number \_\_\_\_\_

Questions:  
Attention: Jake VanWye  
Call: (317) 416-7158  
Email: [jvanwye@ermco.com](mailto: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	
<b>OUTLETS - 110 VOLT, GROUNDED:</b>				
500 WATTS, INSTALLED COMPLETE		\$58.00	\$72.50	
1000 WATTS, INSTALLED COMPLETE		\$79.00	\$97.00	
1500 WATTS, INSTALLED COMPLETE		\$109.00	\$126.50	
2000 WATTS, INSTALLED COMPLETE		\$110.25	\$129.50	
<b>OUTLETS - 220 VOLT, GROUNDED:</b>				
30 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$174.00	\$219.00	
60 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$260.00	\$327.00	
30 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$196.50	\$241.50	
30 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$207.50	\$253.00	
60 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$345.00	\$437.50	
60 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$356.00	\$448.00	
100 AMP, 1 PHASE		\$525.50	\$576.50	
100 AMP, 3 WIRE AND LARGER		BY QUOTE	BY QUOTE	
<b>FLOODLIGHTS &amp; SPOTLIGHTS:</b>				
1500 WATT, QUARTZ FLOODLIGHT		\$102.50	\$125.00	
OTHER - \$440.00 MINIMUM PER SHOW				
FEEDS FOR POWER FOR 24 HOUR SERVICE, ADD		\$43.00	\$65.50	
<b>SUBTOTAL</b>				
<b>7% SALES TAX</b>				
<b>TOTAL</b>				

**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](mailto:events@indianastatefair.com).**

LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)	
8:00 AM to 4:30 PM, Monday through Friday	\$ 119.58
4:30 PM to 12:00 PM, Monday through Friday	\$ 179.38
All other times	\$ 239.16

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: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_  
Street \_\_\_\_\_ Amount: \_\_\_\_\_  
City, State, Postal Code \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Customer Signature: \_\_\_\_\_ **To send billing receipt if needed**

## FOOD SAMPLING AND BEVERAGE/ALCOHOL TASTING APPLICATION

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

### **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).

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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

Food & Beverage Manager, Indiana State Fairgrounds & Event Center

1202 E. 38<sup>th</sup> St., Indianapolis, IN 46205

O/F 317-927-7624; [concessions@indianastatefair.com](mailto:concessions@indianastatefair.com)

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

# BRIDAL & WEDDING EXPO

Indiana State Fairgrounds and Event Center  
1202 East 38th St.  
Indianapolis, IN 46205

## **IMPORTANT HEALTH PERMIT INFORMATION**

All Health Permit applications must now be submitted online as required by the Indiana Department of Health. This needs to be completed 30 days prior to the start of the event. All applications submitted after this will be denied sampling approval.

[Application Packet for Temporary Retail Food Vendors \(in.gov\)](#)

Have a great show!  
ACS Show Management