



**NACAC  
INDIANAPOLIS NATIONAL  
COLLEGE FAIR**  
Indiana Convention Center  
Indianapolis, IN  
**October 20, 2017**

**NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178**

Dear Exhibitor:

National Expo has been selected as your official general services contractor for this event. Please review this cover letter for [IMPORTANT INFORMATION & INSTRUCTIONS](#).

**PROVIDED FURNISHINGS—EACH 10' X 10' BOOTH SPACE INCLUDES:**

- \* **8' High Blue and White Back Drape**
- \* **3' Tall Blue Side Drape**
- \* **One (1) 7" x 44" ID Sign with Company Name and Booth Number**
- \* **One (1) 6' X 2' X 30"H Covered Display Table Skirted in Blue or White**
- \* **Two (2) Folding Chairs**
- \* **One (1) Wastebasket**

Order forms follow for services being exclusively provided by National Expo: Rental exhibits, supplemental standard furnishing rentals, warehouse and show site material handling..

**\*\* See the enclosed Drayage & Material Handling Order Form for instructions and material handling prices for: a) advance to warehouse shipments; and for: b) direct to facility c/o National Expo at Show Site.**

**NOTE: DIRECT TO FACILITY exhibit shipments will be REFUSED by the Indiana Convention Center prior to National Expo's acceptance beginning at 9:00 AM on October 19, 2017.**

**DISCOUNT PRICES/PAYMENT TERMS: - Take advantage of our SUBSTANTIALLY REDUCED Order Form DISCOUNT PRICES by providing payment by check, money order or credit card authorization with your National Expo orders a minimum of ten (10) business days prior to exhibitor move-in day (receipt with full payment by October 5, 2017.) Orders received after the discount deadline and orders placed at the show will be charged STANDARD RATES.**

**PLEASE ADVISE YOUR SHOW SITE REPRESENTATIVE THAT ANY ACCOUNT BALANCES MUST BE PAID IN FULL AT THE NATIONAL EXPO SERVICE DESK PRIOR TO INITIAL SHOW OPENING.**

Rental Sales Tax— 7%- on all Rental Items (except material handling). **PLEASE BE SURE TO NOTE AND INCLUDE RENTAL SALES TAX WITH YOUR PAYMENTS.**

**ORDERS AND PAYMENTS TO PROVIDERS OTHER THAN NATIONAL EXPO:**

The following services are being handled by providers other than National Expo: utilities, telephone, air/drain/water, audio visual rentals. Orders For These Services Must Be Returned Directly To The Address On The Applicable Forms With Separate Payments To Be Made Directly To Each Provider.

**\*\* PLEASE DO NOT SEND ORDER FORMS OR PAYMENTS FOR THE ABOVE OUTSIDE CONTRACTOR SERVICES TO NATIONAL EXPO.\*\***

If you have any requests for items not listed on the enclosed forms, or if you should have any questions, please feel free to contact us.

Sincerely,

National Expo, Inc.  
customerservice@natlexpo.com

# FURNITURE ORDER FORM



Payment must be received by:  
**October 5, 2017**  
 For DISCOUNT RATES to apply

**NACAC**  
**INDIANAPOLIS NATIONAL**  
**COLLEGE FAIR**  
 Indiana Convention Center  
 Indianapolis, IN  
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Mail or Fax to: 217-636-8180

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## TABLES

| Qty | 24" Wide Draped Tables      | Disc. Price | Stand. Price | Total |
|-----|-----------------------------|-------------|--------------|-------|
|     | 4' long 30" high            | \$76.50     | \$100.00     |       |
|     | 4' long 42" high            | 109.70      | 142.85       |       |
|     | 6' long 30" high 1 provided | 90.70       | 117.70       |       |
|     | 6' long 42" high            | 122.50      | 158.90       |       |
|     | 8' long 30" high            | 109.70      | 142.85       |       |
|     | 8' long 42" high            | 141.25      | 183.30       |       |

**Please Indicate Skirt or Additional Drape Color:**

- Blue
- Red
- Silver
- Burgundy
- Gold
- White
- Black
- Hunter Green
- Purple
- Teal

| Qty | 24" Wide Undraped Tables | Disc. Price | Stand. Price | Total |
|-----|--------------------------|-------------|--------------|-------|
|     | 4' long 30" high         | \$37.75     | \$48.45      |       |
|     | 4' long 42" high         | 53.00       | 68.20        |       |
|     | 6' long 30" high         | 46.00       | 58.85        |       |
|     | 6' long 42" high         | 63.70       | 78.90        |       |
|     | 8' long 30" high         | 51.90       | 67.20        |       |
|     | 8' long 42" high         | 67.15       | 88.25        |       |

## Tabletop Risers

|  |                                |         |         |  |
|--|--------------------------------|---------|---------|--|
|  | 4' L x 12" W x 15" H / Skirted | \$37.70 | \$45.20 |  |
|  | 6' L x 12" W x 15" H / Skirted | 56.45   | 74.40   |  |
|  | 8' L x 12" W x 15" H / Skirted | 71.95   | 83.75   |  |

## CHAIRS

| Qty | Chairs                    | Disc. Price | Stand. Price | Total |
|-----|---------------------------|-------------|--------------|-------|
|     | Padded Arm Chair          | \$58.85     | \$70.60      |       |
|     | Padded Chair w/out Arms   | 47.10       | 58.85        |       |
|     | Plastic Side Chair        | 41.20       | 51.90        |       |
|     | High Stool w/ Padded Back | 62.60       | 77.00        |       |
|     | Folding Chair 2 provided  | 23.55       | 28.90        |       |

## Miscellaneous

| Qty | Accessories                         | Disc. Price | Stand. Price | Total |
|-----|-------------------------------------|-------------|--------------|-------|
|     | Table Skirt / 4th sided (all sizes) | \$53.00     | \$53.00      |       |
|     | Pedestal Table (30"w x 30" h)       | 81.30       | 106.00       |       |
|     | Pedestal Table (30"w x 42" h)       | 81.30       | 106.00       |       |
|     | Waste Basket 1 provided             | 11.75       | 14.45        |       |
|     | Bag Rack                            | 52.45       | 64.20        |       |
|     | Easel                               | 17.65       | 23.50        |       |
|     | Literature Rack—accordion style     | 95.00       | 110.00       |       |

## Additional Drape

|  |                              |         |         |  |
|--|------------------------------|---------|---------|--|
|  | Running ft. of 8' High Drape | \$10.75 | \$13.10 |  |
|  | Running ft. of 3' High Drape | 8.30    | 10.70   |  |

**FURNITURE ORDER TOTAL \$ \_\_\_\_\_**

\*\*\*Add Tax on Order Summary Page

## IMPORTANT INFORMATION

All materials are on a rental basis and remain the property of National Expo.

National Expo, Inc. is not liable for injuries or falls caused by the improper use of the rental furniture.

**ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.**

**CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.**

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

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized by (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_



# CARPET ORDER FORM

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### STANDARD CARPET Exhibit Area is not carpeted

| Qty | 10' Wide Booth Carpet         | Disc. Price     | Stand. Price | Total |
|-----|-------------------------------|-----------------|--------------|-------|
|     | 10' x 10' Carpet              | <b>\$120.00</b> | \$160.00     |       |
|     | 10' x 20' Carpet              | <b>240.00</b>   | 320.00       |       |
|     | 10' x 30' Carpet              | <b>360.00</b>   | 480.00       |       |
|     | 10' X 40' Carpet              | <b>480.00</b>   | 640.00       |       |
|     | Visqueen (per sq. foot)       | <b>.86</b>      | 1.85         |       |
|     | Carpet tape (per linear foot) | <b>1.60</b>     | 1.90         |       |

### CARPET PADDING

| Qty | 3/8" Foam Pad                | Disc. Price     | Stand. Price | Total |
|-----|------------------------------|-----------------|--------------|-------|
|     | 10' x 10' Pad                | <b>\$104.00</b> | \$130.00     |       |
|     | 10' x 20' Pad                | <b>208.00</b>   | 260.00       |       |
|     | 10' x 30' Pad                | <b>312.00</b>   | 390.00       |       |
|     | 10' x 40' Pad                | <b>416.00</b>   | 520.00       |       |
|     | 3/8" Foam Pad (per sq. foot) | <b>1.04</b>     | 1.30         |       |

### CUSTOM CARPET

| Qty | 34 oz. Custom Carpet        | Disc. Price | Stand. Price | Total |
|-----|-----------------------------|-------------|--------------|-------|
|     | Cherry Red (per sq. foot)   | \$3.00      | \$4.00       |       |
|     | Black (per sq. foot)        | 3.00        | 4.00         |       |
|     | Charcoal (per sq. foot)     | 3.00        | 4.00         |       |
|     | Colony Blue (per sq. foot)  | 3.00        | 4.00         |       |
|     | French Beige (per sq. foot) | 3.00        | 4.00         |       |
|     | Emerald (per sq. foot)      | 3.00        | 4.00         |       |
|     | Grey Pearl (per sq. foot)   | 3.00        | 4.00         |       |

**Custom Carpet price includes cutting, taping of all edges and visqueen covering.**

• There will be a 100% charge for custom carpet orders cancelled less than 10 days before show move in.

• Custom Carpet orders placed after the deadline date are subject to availability.

**CARPET ORDER TOTAL \$ \_\_\_\_\_**  
**\*\*\*Add tax on Order Summary Page**

### SPECIAL CUT CARPET

| Qty | Special Cut Carpet         | Disc. Price     | Stand. Price | Total |
|-----|----------------------------|-----------------|--------------|-------|
|     | 10' X 10' SPECIAL CUT      | <b>\$209.00</b> | \$242.00     |       |
|     | 10' X 20' SPECIAL CUT      | <b>418.00</b>   | 484.00       |       |
|     | 10' X 30' SPECIAL CUT      | <b>627.00</b>   | 726.00       |       |
|     | 10' X 40' SPECIAL CUT      | <b>836.00</b>   | 968.00       |       |
|     | Special cut (per sq. foot) | <b>2.09</b>     | 2.42         |       |

**Special cut carpet price includes: cutting, taping of seams, complete taping of all edges and protective visqueen covering.**

### IMPORTANT INFORMATION!

For carpet cleaning please see Cleaning form in service kit.

All materials are on a rental basis and remain the property of National Expo.

**ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.**

**CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE, UNLESS OTHERWISE NOTED.**

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

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized by (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_



# DRAYAGE & MATERIAL HANDLING

Payment must be received by:  
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## DRAYAGE AND SHIPPING INFORMATION

ALL SHIPMENT MUST BE MARKED PREPAID ONLY - COLLECT SHIPMENTS WILL BE REFUSED

### ADVANCE SHIPPING WAREHOUSE ADDRESS

(SHIPMENT UP TO 30 DAYS PRIOR TO EVENT)

To: (Name of Exhibitor and Booth Number)  
For: **Show Name (NACAC INDY)**  
C/O National Expo, Inc.  
2363 E Perry Road, Suite 101  
Plainfield, IN 46168

**\*ADVANCE SHIPMENT MUST BE RECEIVED BEFORE 4:30 PM ON OCTOBER 18, 2017. SHIPMENTS RECEIVED AFTER THIS DATE WILL BE ASSESSED A SPECIAL HANDLING FEE.**

### DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (Name of Exhibitor and Booth Name)  
For: **Show Name (NACAC INDY)**  
Indiana Convention Center, C/O National Expo, Inc.  
100 South Capitol Avenue, Hall h  
Indianapolis, IN 46225

**\*SHIPMENTS DIRECT TO SHOW SITE CANNOT ARRIVE PRIOR TO 9:00 AM ON OCTOBER 19, 2017. ANY SHIPMENT ARRIVING BEFORE THIS DATE WILL BE REFUSED.**

### ADVANCE SHIPMENT

#### Rates Include:

- Unloading of exhibitor materials
- Storage at National Expo's warehouse for up to 30 days
- Reloading onto trucks and delivery to show site
- Unloading material and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at the close of show.
- Reload materials onto outbound transportation

#### Advantage:

- 30 day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advanced notification in the event of visible damage to materials

### SHOW SITE SHIPMENT

MUST ARRIVE on: **October 19-20 ONLY**

#### Rates Include:

- Unloading materials when received and delivery to your booth
- Removal of empty shipping containers from your booth, storage and returning at the close of show.
- Reloading material onto outbound transportation

#### Important Factors:

- Materials must be received on designated date(s) only
- Limited control of delivery time schedule
- Unloading will occur on a "first come first served" basis as unloading areas become available

### INBOUND SHIPPING INFORMATION

Warehouse  Show Site

SHIPPED VIA: \_\_\_\_\_ Tracking # \_\_\_\_\_ Date Shipped \_\_\_\_\_  
Arrival Date: \_\_\_\_\_ Total # of Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.

### OUTBOUND SHIPPING INSTRUCTIONS

Ship to: \_\_\_\_\_  
Attention: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City, State and Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### NUMBER OF OUTBOUND PIECES

**\*\*ALL SHIPMENTS MUST BE PICKED UP BY 2:00 PM ON OCTOBER 20 OR THEY WILL BE RE-ROUTED\*\***

Crates: \_\_\_\_\_ Display Cases: \_\_\_\_\_ Cartons: \_\_\_\_\_ Skids: \_\_\_\_\_ TOTAL # OF PIECES \_\_\_\_\_

### OUTBOUND CARRIER

\_\_\_\_\_ Designated Carrier for **Air and Ground - ABF**  
\_\_\_\_\_ Other Air Carrier (NAME) \_\_\_\_\_ (see note) \_\_\_\_\_ Other Motor Freight (NAME) \_\_\_\_\_  
\_\_\_\_\_ Van Line (NAME) \_\_\_\_\_

Note: If you are using a carrier other than ABF, it is the responsibility of the exhibitor to call the carrier and arrange for pickup within the allotted move out time. National Expo will load out shipment when your carrier arrives. National Expo will not be responsible for any items left unattended on the show floor. Please read second page of Drayage & Material Handling Form for all rules and regulations. National Expo will not handle any outbound UPS shipment without arrangements being made with the National Expo Service Desk.

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by (please print): \_\_\_\_\_  
Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### IMPORTANT INFORMATION!

**ALL SHIPMENTS MUST BE CONSIGNED TO NATIONAL EXPO**

**ALL SHIPMENTS MUST BE SENT PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED!**

**PLEASE SEE FOLLOWING PAGE FOR ADDT'L INFORMATION.**



# DRAYAGE/MATERIAL HANDLING

## RATE SCHEDULE

Payment must be received by:

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For DISCOUNT RATES to apply

Mail or Fax to: 217-636-8180

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### DRAYAGE / MATERIAL HANDLING RATE SCHEDULE (Please read carefully)

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>All shipments received at the warehouse after October 18, 2017 are subject to late charges.</li> <li>Direct shipments will be accepted during exhibitor move-in hours only.</li> <li><u>Shipments are billed per 100 lbs. with a 200 lb. minimum per shipment.</u></li> <li>Shipments must be sent prepaid . Collect shipments will be refused.</li> </ul>   |  |
| <p><b><u>ADVANCED SHIPMENTS TO WAREHOUSE</u></b></p> <p>Receive shipments and store up to 30 days in advance and deliver to booth, remove and store materials labeled empty (empty labels available at National Expo's service desk), return materials to booth at close of show and load on out-bound carrier.</p>   | <p><b>\$77.25/cwt</b><br/><b>(\$154.50 min.)</b></p> |
| <p><b><u>DIRECT SHOW SITE SHIPMENTS</u></b></p> <p>Receive shipments at show site during published exhibitor move-in hours, deliver to booth, remove and store materials labeled empty (empty labels available at National Expo's service desk), return materials to booth at close of show and load on outbound carrier.</p>   | <p><b>\$75.25/cwt</b><br/><b>(\$150.50 min.)</b></p> |
| <p><b><u>SPECIAL MATERIAL HANDLING CHARGES (SHOW SITE DELIVERY ONLY)</u></b></p> <p>This applies to loose, uncrated or unskidded materials, cases or boxes and unskidded machinery. This also includes shipments that require special handling (such as blanket wrapped and ground unloading).<br/><b>NO LOOSE , UNCRATED OR UNSKIDDED MATERIALS WILL BE ACCEPTED AT ADVANCED WAREHOUSE.</b><br/>Any special request must be directed to National Expo's Customer Service department.</p> | <p><b>Add'l<br/>35%</b></p>                          |
| <p><b><u>SMALL PACKAGES (SHOW SITE DELIVERY ONLY)</u></b></p> <p>A \$30.00 flat fee will apply to receiving and delivering of envelopes and single small packages under 20lbs.</p>  | <p><b>\$30.00</b></p>                                |
| <p><b><u>LATE SHIPMENTS</u></b></p> <p>All shipments received at the warehouse <b>AFTER</b> the above deadline date, add an additional charge.<br/>All shipment arriving before the schedule show site move-in times, add an additional charge.<br/>Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)</p>   | <p><b>Add'l<br/>35%</b></p>                          |
| <p><b><u>MISCELLANEOUS MATERIAL HANDLING NEEDS</u></b></p>  | <p><b>PRICING</b></p>                                |
| <b>Packing Tape</b>   | <b>\$10.50 per roll</b>                              |
| <b>On-site Container Storage</b> (for items not handled as drayage)   | <b>\$25.00 per piece</b>                             |
| <b>Shrink Wrap Labor</b> (includes labor and shrink wrap)   | <b>\$74.90 per skid</b>                              |
| <b>Shrink Wrap</b>  | <b>\$37.45 per roll</b>                              |
| <b>Banding</b> (this includes labor and banding material)   | <b>\$90.95 per skid</b>                              |
| <b>Accessible Storage initial set-up rate</b>   | <b>\$134.00 per skid</b>                             |
| <b>Accessible Rates:</b> There is a 1/2 hour labor charge (minimum) each time the storage is accessed. The charge will be applied at the corresponding rate for the time it is accessed.  | <b>1/2 hour minimum</b>                              |

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

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized by (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### IMPORTANT INFORMATION

**ALL SHIPMENTS MUST BE CONSIGNED TO NATIONAL EXPO**

**ALL SHIPMENTS MUST BE SENT PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED!**

**200 LB MINIMUM WILL APPLY TO ALL SHIPMENTS**

**PLEASE BE SURE TO READ THE MATERIAL HANDLING LIMITS OF LIABILITIES PAGE**



# LIMITS OF LIABILITY FOR MATERIAL HANDLING

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## Limits of Liability for Material Handling

1. National Expo and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
  2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by National Expo or its subcontractors and the arrival of the exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of the materials from the booth for the loading onto a carrier. It is understood that during such time the shipment(s) will be left in the booth unattended. Therefore, it is agreed that National Expo and its subcontractors are not responsible for exhibitor's materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to National Expo or its subcontractors by exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
  3. National Expo and its subcontractors shall not be responsible for loss, delay or damage due to strike, lockouts, or work stoppage of any kind.
  4. National Expo and its subcontractor shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or causes beyond their control.
  5. It is understood that National Expo and its subcontractor are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by National Expo hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the exhibitor's property. It is further understood and agreed that National Expo and its subcontractors do not provide for full liability should loss or damage occur.
  6. It is agreed that if National Expo or its subcontractor should be found liable for loss or damage to exhibitor equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by National Expo, its subcontractor or their employees.
  7. National Expo and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenue or for any collateral costs that may result from any loss or damage to exhibitor's materials, which may make it impossible or impractical to exhibit same.
  8. Claims for loss or damage must be submitted to National Expo by the close of the show. No suit or action shall be brought against National Expo or its subcontractors more than one year after the cause of action.
  9. The exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its material, that National Expo and its subcontractors will provide these services as exhibitor's agent and not as bailee or shipper. If any employee of National Expo or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that National Expo or its subcontractors will do so as the exhibitors agent, and the exhibitor accepts the responsibility thereof.
  10. National Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or specific unit counts on receipts or freight bills, such as FedEx or UPS Package. Such shipments will be delivered to booth without guarantee of piece count or condition.
  11. Empty container labels will be available at the National Expo service center. Affixing the labels is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and National Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers
  12. In order to expedite removal of materials from the show site, National Expo shall have the authority to change designated carrier, if such carriers do not pick up in time. Where no disposition is made by the exhibitor, materials will be shipped collect to the permanent address of the exhibitor. National Expo assumes no liability as a result of such re-routing or handling.
  13. The exhibitor agrees, in the event of a dispute with National Expo or its subcontractor relative to any loss or damage to any materials or equipment, that the exhibitor will not withhold payment in any amount due to National Expo for material handling services or any other service provided by National Expo or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay National Expo prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against National Expo or its subcontractor shall be pursued independently by the exhibitor as a completely separate transaction to be resolved on its own merits.
- **The consignment or delivery of a shipment to National Expo or its subcontractors by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in sections 1 through 13 above.**
  - **National Expo and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.**
  - **Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can usually be done by riders to existing policies.**
  - **Contact your insurance representative. Be sure your insurance is in effect in transit to and from the show, during storage and at show site.**



# ORDER FORM SUMMARY



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## TAXABLE ITEMS

Furniture \$ \_\_\_\_\_  
Carpet \$ \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_  
Plus 7% tax \$ \_\_\_\_\_  
Taxable total \$ \_\_\_\_\_

## NON-TAXABLE ITEMS

Material Handling \$ \_\_\_\_\_  
Non-taxable total \$ \_\_\_\_\_

Non-taxable total \$ \_\_\_\_\_  
Taxable total \$ \_\_\_\_\_  
**GRAND TOTAL \$ \_\_\_\_\_**

**Please remit the following order forms directly to appropriate vendor:  
Electrical, Telephone, Cable TV, Fiber Optic, Compressed Air/Gas**

### EXHIBITING COMPANY INFORMATION

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized by (please print): \_\_\_\_\_  
Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### IMPORTANT INFORMATION!

If you are tax exempt, you must include a copy of your exemption certificate. No adjustments will be made after close of show.

Be sure to include Payment Authorization Form with your order.

All orders must be received with payment by discount deadline date to receive the discount price. Orders received after the discount date will be processed at standard rates. Orders received without payment will not be processed.

Signature denotes acceptance of payment terms as set forth in the Payment Authorization Form.

# PAYMENT AUTHORIZATION



Payment must be received by:  
**October 5, 2017**  
For DISCOUNT RATES to apply

**NACAC**  
**INDIANAPOLIS NATIONAL**  
**COLLEGE FAIR**  
Indiana Convention Center  
Indianapolis, IN  
**October 20, 2017**

Mail or Fax to: 217-636-8180

**NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178**

## PAYMENT POLICY

**Advance payment in full must accompany all orders.** Orders received on or before deadline will be processed at **DISCOUNT PRICE**. Orders received after the deadline date and at Show Site will be processed at the **STANDARD PRICE**. Payment may be made by company check, credit card or money order. Purchase orders are not considered advance payment. There will be a \$35 charge for all NSF checks.

All accounts must be settled at National Expo Service desk prior to show closing. Your show site representative must be aware of this policy and have means of payment, unless credit card authorization has previously been provided. **NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

## CREDIT CARD INFORMATION TO BE PUT ON FILE

|   |                                     |                               |
|---|-------------------------------------|-------------------------------|
| <input type="checkbox"/> American Express                     | <input type="checkbox"/> Mastercard | <input type="checkbox"/> Visa |
| Card Number: _____  |                                     | Expiration Date: _____        |
| Print Cardholder Name: _____<br>Exactly as it appears on card |                                     |                               |
| Cardholder Billing Address: _____<br>Street                   |                                     |                               |
| _____   |                                     |                               |
| City  |                                     | State                         |
|   |                                     | Zip                           |

## FORM OF PAYMENT

|   |   |
|---|---|
| <input type="checkbox"/> Use above credit card for all Charges incurred and any Show Site orders<br><br>_____<br>Authorized Signature | <input type="checkbox"/> Company Check # _____<br><br>Please make checks payable to:<br>National Expo, Inc.<br><br>Our Fed ID #: 20-2854408 |
|---|---|

## IMPORTANT INFORMATION!

In addition to a \$35 invoicing fee, a finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.

Signature denotes acceptance of payment terms as set forth by National Expo.

**ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.**

**CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.**

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Name (please print): \_\_\_\_\_