



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska

07-02760-18

Discount Deadline:
October 10, 2018

Booth Equipment

Each 10' x 10' booth will include:

8' high royal blue and white back drape

3' high royal blue side drape

Identification Sign

Island Booths do not include drape or sign

Move-in Dates & Times

Wednesday, October 24, 2018 8:00 AM - 4:00 PM

Thursday, October 25, 2018 7:00 AM - 10:00 AM

Exhibit Hall Flooring

Exhibit hall has concrete flooring. Per Show Management, all booths must have carpet or professional floor covering.

Show Dates & Times

Thursday, October 25, 2018 12:00 PM - 4:00 PM

Friday, October 26, 2018 12:00 PM - 3:00 PM

Show Management

Rachel Pinkus, MRCA Managing Director

P: 800-497-6722

E: rpinkus@mrca.org

Advance Warehouse Shipments

Must Arrive Between:

September 24, 2018 - October 18, 2018

Move-out Dates & Times

Friday, October 26, 2018 3:00 PM - 6:00 PM

Show Site Shipments

Cannot Arrive Before:

Wednesday, October 24, 2018

Carriers must be checked in at event site for move-out by:

Friday, October 26, 2018 5:00 PM

About this Exhibitor Kit

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the Fern forms, you may find forms enclosed for services performed by the facility or other suppliers. Please give special attention to see that forms and payments are directed to the address indicated on each order form. Some services may not be provided by Fern.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed in this Exhibitor Service Manual (ESM), please contact our Exhibitor Services Department.

We look forward to serving you.

Ways to order:

ONLINE*

Login & Place Orders:

oe.fernexpo.com

FAX*

Send completed forms to:

Fax: 816.471.1602

MAIL

Send completed forms to:

Fern
 751 Wyoming Street
 Kansas City, MO 64101

*Credit Card Transactions Only

show information

050818-172352



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SAFETY

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the Fern Service Desk or the Display Labor Service order form included in this Exhibitor Service Manual.

UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently, we have an agreement with the local Stagehand Union to provide for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Stagehand Union. Fern is the exclusive labor provider at the Crown Center Exhibit Hall.

MATERIAL HANDLING

Currently we have a labor agreement with the local Teamsters Union. Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of Fern dollies, flat trucks or other mechanical equipment is not permitted. Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services are reflected on the Material Handling and Freight Service order form included in this Exhibitor Service Manual.

GRATUITIES

Fern requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the Fern Service Desk.

INSURING YOUR PRODUCT

It is understood that Fern is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the Limits of Liabilities included in this Exhibitor Services Manual.



EXHIBITOR RULES & REGULATIONS

Welcome to CenturyLink Center Omaha. Following is information you will need as an exhibitor at a convention, tradeshow or consumer show in our facility. Please read this information thoroughly and abide by all rules and regulations as set forth by MECA.

1. INBOUND FREIGHT

CenturyLink Center Omaha will not accept any freight shipments prior to the scheduled exhibitor move-in date unless pre-approved in writing by MECA. If any freight arrives at MECA managed facilities prior to the show move-in day, it will be transferred to MECA's preferred shipping company, and the shipper will incur storage and delivery fees at their standard charge rates or the shipment may be refused.

To avoid potential shipment refusal, prior arrangements are to be made with a service contractor or drayage company to handle freight requirements. Freight shipped to arrive prior to the day of exhibitor move-in should be forwarded according to the instructions in your exhibitor service kit provided by the official show decorator.

Contact information for the package(s) shall be clearly labeled on the exterior of the package(s). If this information is not clearly visible, the package(s) may be refused.

2. OUTBOUND FREIGHT

Out-bound shipments should be arranged according to the instructions in your exhibitor service kit provided by the official show decorator. All materials must be removed from CenturyLink Center Omaha at the conclusion of the event. Any materials remaining after scheduled move-out will be considered refuse. Costs incurred for removal of such refuse may be charged accordingly.



EXHIBITOR RULES & REGULATIONS

3. EXHIBITOR MOVE-IN / MOVE-OUT

Exhibitor move-in and move-out is allowed only during designated exhibitor move-in and move-out hours. Exhibitors are not allowed to move in or out through the main entrances on the west, south, or north sides of the building. All exhibitors must unload and load on the east side of the building at the designated ramp/docks for the show. All exhibitors must check in with the traffic manager at the dock. To access the dock area, turn east off of 10th Street onto MECA Drive, which is on the north side of CenturyLink Center Omaha. Turn right on the east side of the building into the dock area.

No vehicle parking is allowed at the dock. Vehicles must be unloaded in a timely manner then moved to an assigned exhibitor parking lot. No overnight parking is allowed in any CenturyLink Center Omaha parking lots. Exhibitors will pay the prevailing parking rate per vehicle, per day, with no in and out privileges, except as may have been specifically arranged by the show promoter through MECA.

CenturyLink Center Omaha does not have available dollies, ladders, or other equipment needed for move-in and set-up. All such equipment must be brought with you or services must be acquired from the official show decorator. Standing on chairs or tables to hang display materials is prohibited.

Long term parking is not permitted in the fire lane in front of CenturyLink Center Omaha. Parking is not permitted on the concrete pedestrian areas (front apron) in front of the facility.

4. STORAGE

There is no on-site storage or empty case storage available to exhibitors. All arrangements for storage must be made through the official show decorator.

5. FIRE AND SAFETY REGULATIONS

All exhibitors must comply with Omaha Fire Marshal rules and regulations.

HAZARDOUS MATERIALS – If your exhibit includes the use/display of hazardous materials (including, but not limited to, open flames, gasoline, welding materials, lasers, cooking grease, natural gas, combustible materials such as hay bales, all heat sources used for cooking and heater demonstrations, hazardous waste, medical waste, hazardous, toxic, and/or regulated substances), contact show management for reference to the CENTURYLINK CENTER OMAHA’S FACILITY RULES & REGULATIONS. Liquid propane is not allowed in the building. Any displays with a fire component require that the exhibitor supply a fire extinguisher in the booth.



EXHIBITOR RULES & REGULATIONS

WEAPONS – Weapons, of any type, are prohibited from being brought into CenturyLink Center Omaha. The sole exception to this policy is the display of such items within an exhibit – and in those occasions, MECA approval is required.

FIRE AND SAFETY REGULATIONS

VEHICLES

- Vehicles are not permitted inside CenturyLink Center Omaha for loading/unloading without the prior authorization of MECA management.
- Vehicles which are part of a display will be allowed in CenturyLink Center Omaha after conforming with all fire/safety rules and regulations which include:
 1. Specific area for vehicles is identified on the floor plan.
 2. The vehicle engine will not be operated when the building is occupied.
 3. A maximum of 5 gallons of fuel per vehicle when entering the building.
 4. The fuel fill cap is secured with a lock or securely taped with a material that is non-petroleum soluble.
 5. The battery cables are disconnected from the battery and the battery terminal will be securely covered.
 6. The vehicle will be securely locked when unattended.
 7. An approved fire extinguisher will be located in the immediate vicinity.
 8. The Fire Marshal's office may inspect the vehicles prior to the building being opened to the general public.

6. IN BOOTH FOOD DISTRIBUTION

Any distribution of food as part of an exhibit must be pre-approved by Levy, CenturyLink Center Omaha's exclusive food and beverage service provider. Please refer to the document listed below, which must be completed at least two (2) weeks prior to the show date. This document is included in the exhibitor service kit or is available on-line at www.centurylinkcenteromaha.com – Exhibitors – Catering Services. For additional information, please contact a Levy Catering Manager at (402)341-1500.

“Sample Food & Beverage Rules & Regulations Authorization Form”

7. GARDENING / LANDSCAPING EXHIBITS

The following apply to gardening and landscaping exhibits:

- Plastic must be used on the exhibit hall floor under dirt, rocks, mulch, ponds, etc.
- Considerable care must be taken when using dump trucks, skid loaders, etc., to unload and load dirt, rocks, mulch, etc. Any damage incurred will be the responsibility of the exhibitor.
- At the close of the show, all dirt, rocks, mulch, etc., must be removed completely and the exhibit hall floor must be swept clean.



EXHIBITOR RULES & REGULATIONS

- Ponds and water displays must be filled and emptied only by CenturyLink Center Omaha staff and a charge will be incurred based on the fill/drain tank rates on the CenturyLink Center Omaha Exhibitor Utilities/Technical Services Order Form.
- Any damage incurred due to water leakage will be the responsibility of the exhibitor.

8. AUDIO VISUAL

J&S Audio Visual, Inc. is the preferred in-house audiovisual services provider and exclusive rigger in the convention center at CenturyLink Center Omaha. Please refer to the "Audio Visual Exhibitor Order Form" and the "Audio Visual Rules & Regulations" for available equipment. These forms are included in the exhibitor service kit or are available on-line at www.centurylinkcenteromaha.com.

9. UTILITY AND TECHNICAL SERVICES

Electrical, air, gas, water, telephone and internet services are provided by MECA. Please refer to the "CenturyLink Center Omaha Exhibitor Utilities/Technical Services Order Form" and the "Exhibitor Utility/Technical Services Rules & Regulations" for available services. These forms are included in the exhibitor service kit or are available on-line at www.centurylinkcenteromaha.com. Advance rates require that order forms and full payment must be postmarked or received a minimum of seven (7) calendar days PRIOR to the first move-in day of the show. Floor rates will apply after the deadline.

10. GRATUITIES

CenturyLink Center Omaha prohibits its employees from accepting gifts, gratuities, or other favors from parties doing business with CenturyLink Center Omaha.

11. NO SMOKING POLICY

CenturyLink Center Omaha is a smoke-free facility.

12. SPECIAL DECORATIONS, SIGNS AND THEMED MATERIALS

- Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in CenturyLink Center Omaha.
- Tape and adhesive-backed materials are not allowed on CenturyLink Center Omaha carpeted surfaces.
- Use of tape on any wall surface, glass, or equipment is prohibited.
- Cut trees are not permitted, unless they have a root ball at the base of the tree and are specifically approved by MECA.
- Hay bales must be sprayed with fire retardant and inspected by the Fire Marshal prior to the building opening to the public.
- Use of glitter, confetti or streamers must be approved in advance by MECA. If approved, Licensee will be charged for any extra cleaning required due to use of such decorations.



EXHIBITOR RULES & REGULATIONS

- Cotton candy machine use is prohibited in the Convention Center. Snow cone makers and the use of dry ice shall require a protective floor covering in the working area of these machines and/or products.
- Game themed activities may require precautionary measures to protect the facility and its patrons.



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SHOW SERVICES & EQUIPMENT ORDERED

Exhibit Display Rental	\$ _____
Furniture Rental	\$ _____
Premium Furniture Rental	\$ _____
Carpet Rental	\$ _____
Graphics	\$ _____
Plants & Floral	\$ _____
Cleaning Services	\$ _____
Display Labor Services‡	\$ _____
In Booth Forklift Services‡	\$ _____
Material Handling‡*	\$ _____
Mobile Equipment‡*	\$ _____
Cart Service‡*	\$ _____
Fern Transportation**	\$ _____

Sub Total:	\$ _____
Sub Total Taxable	\$ _____
Sub Total Non Taxable	\$ _____
Sales Tax 7.000%	\$ _____
Grand Total:	\$ _____

* Non taxable

‡ Pay Estimated Cost

CREDIT CARD INFORMATION

Card Type: VISA MC AMEX DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____ Zip Code: _____

Cardholder's Signature: X

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the **Payment Terms & Conditions Form (TC-03)** in this Exhibitor Kit.

CHECK INFORMATION:

Checks must be in U.S. funds drawn on a U.S. bank.

Check #: _____

Date: _____

Amount: \$ _____

BANK WIRE INFORMATION

Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607 USA, Routing #071001737, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT code - MBFIUS44. Reference your Company Name/Show Name/and Booth Number. Add \$50.00 for processing wire transfer.

** Credit Card payment only is accepted for Fern Transportation services.

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

EXHIBITOR INFORMATION

Company Name: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

payment authorization

050818-174158



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EXHIBITING COMPANY AUTHORIZATION

Exhibiting Company Name and Booth #:

Exhibitor Signature:

X

Services to be provided by Third Party:

Exhibit Display Rental	\$ _____
Furniture Rental	\$ _____
Premium Furniture Rental	\$ _____
Carpet Rental	\$ _____
Graphics	\$ _____
Plants & Floral	\$ _____
Cleaning Services	\$ _____
Display Labor Services‡	\$ _____
In Booth Forklift Services‡	\$ _____
Material Handling‡*	\$ _____
Mobile Equipment‡*	\$ _____
Cart Service‡*	\$ _____
Fern Transportation**	\$ _____

Sales Tax 7.000%	\$ _____
Grand Total	\$ _____

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

THIRD PARTY CREDIT CARD INFORMATION

Card Type: VISA MC AMEX DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____ Zip Code: _____

Cardholder's Signature: X

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the **Payment Terms & Conditions Form (TC-03)** in this Exhibitor Kit.

CHECK INFORMATION: Checks must be in U.S. funds drawn on a U.S. bank.

Check #: _____

Date: _____

Amount: \$ _____

BANK WIRE INFORMATION

Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607
 USA, Routing #071001737, Fern Exposition Services LLC Depository,
 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT
 code - MBFIUS44. Reference your Company Name/Show Name/and
 Booth Number. Add \$50.00 for processing wire transfer.

* Non taxable

‡ Pay Estimated Cost

** Credit Card payment only is accepted for Fern Transportation services.

THIRD PARTY PAYOR INFORMATION

Company Name: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

third party payment authorization



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EXHIBITOR TERMS & CONDITIONS

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

DEFINITIONS:

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

PAYMENT TERMS:

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

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

Fern, 645 Linn Street, Cincinnati, OH 45203

We cannot accept checks drawn on foreign banks.

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

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

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

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

FERN'S RESPONSIBILITIES:

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

PACKAGING AND CRATES:

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

STORAGE:

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

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



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SHOW SITE:

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

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

INBOUND SHIPMENTS:

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

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

OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:

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

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

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

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

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

RE-ROUTED FREIGHT:

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

INSURANCE:

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

CLAIMS FOR LOSS:

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

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

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

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



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DECLARED VALUE:

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

FACILITIES AND SHOW ORGANIZERS:

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

TERMINATION:

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

INDEMNIFICATION:

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

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

WAIVER AND RELEASE:

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

SEVERABILITY:

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

WAIVER:

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

ASSIGNMENT:

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

RELATIONSHIP OF THE PARTIES:

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

NO THIRD-PARTY BENEFICIARIES:

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

SURVIVAL:

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

AMENDMENT AND MODIFICATION:

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

GOVERNING LAW, JURISDICTION:

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



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska

07-02760-18

Discount Deadline:
October 10, 2018

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

CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	110	Sled Base Armless Side Chair	\$ 55.00	\$ 74.25	\$ _____
___	103	Upholstered Armless Chair	\$ 59.75	\$ 80.75	\$ _____
___	105	Upholstered Arm Chair	\$ 73.75	\$ 99.50	\$ _____
___	121	Swivel Desk Chair	\$ 133.00	\$ 179.50	\$ _____
___	131	Stool - Padded with Back	\$ 81.50	\$ 110.25	\$ _____

PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
		24" Diameter **CANNOT BE SKIRTED**			
___	206	30"h Pedestal Table	\$ 91.25	\$ 123.25	_____
___	208	40"h Pedestal Table	\$ 105.25	\$ 142.25	\$ _____
		30" Diameter **CANNOT BE SKIRTED**			
___	215	30"h Pedestal Table	\$ 105.25	\$ 142.25	\$ _____
___	216	40"h Pedestal Table	\$ 124.75	\$ 168.25	\$ _____
		36" Diameter **CANNOT BE SKIRTED**			
___	224	30"h Pedestal Table	\$ 124.75	\$ 168.25	\$ _____
___	225	40"h Pedestal Table	\$ 143.00	\$ 193.00	\$ _____

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.000%	\$ _____
	Grand Total	\$ _____

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

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

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

Exhibiting Company Name: _____ Booth # _____

standard furniture rental (chairs & pedestal tables)



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 Kansas City, MO 64101
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October 10, 2018

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

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

DISPLAY TABLES - 30" high X 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	223	4'X30" h table skirted 3 sides (select skirt color below)	\$ 103.75	\$ 140.25	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 133.00	\$ 179.25	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 160.50	\$ 216.50	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 55.00	\$ 74.25	\$ _____
_____	222	4'x30" h table not skirted	\$ 53.50	\$ 72.00	\$ _____
_____	232	6'x30" h table not skirted	\$ 65.25	\$ 88.25	\$ _____
_____	252	8'x30" h table not skirted	\$ 77.25	\$ 104.25	\$ _____
Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)					

DISPLAY TABLE COUNTERS - 40" high x 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	229	4'X40" h table skirted 3 sides (select skirt color below)	\$ 133.00	\$ 179.25	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 157.25	\$ 212.25	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 189.50	\$ 255.75	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 73.50	\$ 99.25	\$ _____
_____	228	4'x40" h table not skirted	\$ 65.25	\$ 89.25	\$ _____
_____	238	6'x40" h table not skirted	\$ 80.25	\$ 108.25	\$ _____
_____	258	8'x40" h table not skirted	\$ 89.00	\$ 120.25	\$ _____
Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)					

TABLETOP RISERS - 9" wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Single Step Riser	\$ 33.75	\$ 45.50	\$ _____
_____	272	6' Single Step Riser	\$ 56.75	\$ 76.50	\$ _____
_____	274	8' Single Step Riser	\$ 73.50	\$ 99.00	\$ _____
_____	281	4' Double Step Riser	\$ 50.00	\$ 67.50	\$ _____
_____	283	6' Double Step Riser	\$ 73.00	\$ 98.50	\$ _____
_____	285	8' Double Step Riser	\$ 89.50	\$ 121.00	\$ _____

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

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

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

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

Exhibiting Company Name: _____ Booth # _____

standard furniture rental (tables & table risers)



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 Kansas City, MO 64101
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Discount Deadline:
October 10, 2018

ACCESSORIES

[Click here](#) to view the Accessories brochure

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	401	Wastebasket with Liner	\$ 18.75	\$ 25.50	\$ _____
___	407	Easel, Tripod	\$ 30.50	\$ 41.50	\$ _____
___	430	Tensa Stanchion	\$ 42.50	\$ 57.75	\$ _____
___	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 99.50	\$ 135.50	\$ _____
___	479	2-Arm Bag Stand	\$ 99.50	\$ 135.50	\$ _____
___	413	Chrome Clothes Tree	\$ 46.00	\$ 62.75	\$ _____
___	415	Garment Rack	\$ 81.00	\$ 110.25	\$ _____
___	427	Literature Rack	\$ 140.50	\$ 191.50	\$ _____
___	475	2'x8' Grid Panel	\$ 132.00	\$ 179.75	\$ _____
___	478	7-way Waterfall (for Grid Panels)	\$ 30.50	\$ 41.50	\$ _____
___	603	4' x 8' Velcro Board (gray only) Horizontal	\$ 150.00	\$ 178.25	\$ _____
___	615	4' x 8' Perforated board panel*	\$ 150.00	\$ 178.25	\$ _____

*Select style for Perforated board - Horizontal / Vertical

CUSTOM BOOTH DRAPING and SKIRTING

[Click here](#) to view drape colors

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	541	Custom Color Siderail Drape, 36" high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)	\$ 12.50	\$ 16.75	\$ _____
___	543	Custom Color Background Drape, 8' high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 18.75	\$ 25.25	\$ _____

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

Sub Total \$ _____

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Tax 7.000% \$ _____

Grand Total \$ _____

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

Exhibiting Company Name: _____ Booth # _____

Form# 01-711

standard furniture rental (accessories & drape)

050918-102235



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6200	Blanc Sofa	\$ 1,012.50	\$ 1,519.00	\$
	6201	Blanc Loveseat	\$ 972.00	\$ 1,458.00	\$
	6202	Blanc Chair	\$ 802.00	\$ 1,203.00	\$
	6203	Blanc Bench Ottoman	\$ 478.00	\$ 717.00	\$
	6204	Blanc Cube	\$ 162.00	\$ 243.00	\$
	6205	Whisper White Leather Sofa	\$ 972.00	\$ 1,458.00	\$
	6206	Whisper White Leather Loveseat	\$ 931.50	\$ 1,397.50	\$
	6207	Whisper White Leather Chair	\$ 761.50	\$ 1,142.50	\$
	6208	Whisper White Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$
	6209	Whisper White Leather Square Ottoman	\$ 421.50	\$ 632.50	\$
	6210	Whisper White Leather Round Ottoman	\$ 421.50	\$ 632.50	\$
	6211	Function White Leather Armless Chair	\$ 510.50	\$ 766.00	\$
	6212	Function White Leather Corner	\$ 551.00	\$ 826.50	\$
	6213	Continental White Leather Curved Loveseat	\$ 1,004.50	\$ 1,507.00	\$
	6214	Continental White Leather Reverse Loveseat	\$ 972.00	\$ 1,458.00	\$
	6215	Continental White Leather Wedge Ottoman	\$ 421.50	\$ 632.50	\$
	6216	Continental White Leather Curved Bench	\$ 502.50	\$ 754.00	\$
	6217	Continental White Leather Half Moon Ottoman	\$ 421.50	\$ 632.50	\$
	6218	Sophistication White Leather Sofa	\$ 1,004.50	\$ 1,507.00	\$
	6219	Sophistication White Leather Loveseat	\$ 672.50	\$ 1,009.00	\$
	6220	Sophistication White Leather Chair	\$ 502.50	\$ 754.00	\$
	6221	Sophistication White Leather Corner	\$ 502.50	\$ 754.00	\$
	6222	Sophistication White Leather Ottoman	\$ 381.00	\$ 571.50	\$
	6223	Boca Black Leather Corner	\$ 510.50	\$ 766.00	\$
	6224	Boca Black Leather Armless	\$ 551.00	\$ 826.50	\$
	6225	Metro Black Leather Sofa	\$ 834.50	\$ 1,252.00	\$
	6226	Metro Black Leather Loveseat	\$ 794.00	\$ 1,191.00	\$
	6227	Metro Black Leather Chair	\$ 624.00	\$ 936.00	\$
	6228	Metro Black Leather Square Ottoman	\$ 421.50	\$ 632.50	\$
	6229	Metro Black Leather Bench Ottoman	\$ 421.50	\$ 632.50	\$

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

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Sub Total	\$
Tax 7.000%	\$
Grand Total	\$

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

Exhibiting Company Name: _____ Booth # _____

premium furniture rental



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

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October 10, 2018

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

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premium furniture rental

050918-102842

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

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Exhibiting Company Name: _____ Booth # _____



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October 10, 2018

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

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

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Sub Total \$ _____
 Tax 7.000% \$ _____
 Grand Total \$ _____

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

Exhibiting Company Name: _____ Booth # _____

premium furniture rental



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

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

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Sub Total \$
 Tax 7.000% \$
 Grand Total \$

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premium furniture rental

050918-102842

Exhibiting Company Name: _____ Booth # _____



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

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07-02760-18

Discount Deadline:
October 10, 2018

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

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premium furniture rental

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Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

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October 10, 2018

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

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premium furniture rental



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

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

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 Grand Total \$

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premium furniture rental



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

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	Sub Total	\$
	Tax 7.000%	\$
	Grand Total	\$

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

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(cont.)

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premium furniture rental

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

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050918-102842

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6519	Stanchion Chrome	\$ 89.50	\$ 766.00	\$ _____
	6520	Stanchion Rope - Red Velour	\$ 49.00	\$ 985.00	\$ _____
	6521	Literature Stand - Black	\$ 227.00	\$ 766.00	\$ _____
	6522	Literature Stand - Aluminum	\$ 227.00	\$ 887.50	\$ _____
	6523	Literature Rack - Black Metal	\$ 235.00	\$ 924.00	\$ _____
	6524	Compact Refrigerator White - 4.0 Cu Ft	\$ 421.50	\$ 717.00	\$ _____
	6525	iPad® Stand Black	\$ 259.50	\$ 1,069.50	\$ _____
	6526	iPad® Stand Silver	\$ 259.50	\$ 1,458.00	\$ _____
	6527	Brushed Steel Table Lamp - White	\$ 146.00	\$ 304.00	\$ _____
	6528	Brushed Steel Floor Lamp - White	\$ 211.00	\$ 389.50	\$ _____
	6529	Brushed Nickel Table Lamp - White	\$ 146.00	\$ 401.50	\$ _____
	6530	Brushed Nickel Floor Lamp - White	\$ 211.00	\$ 450.00	\$ _____
	6531	Rubbed Bronze Table Lamp - White	\$ 146.00	\$ 401.50	\$ _____
	6532	Rubbed Bronze Floor Lamp - White	\$ 211.00	\$ 474.00	\$ _____
	6533	Brushed Steel Table Lamp - Red	\$ 146.00	\$ 511.00	\$ _____
	6534	Brushed Steel Floor Lamp - Red	\$ 211.00	\$ 511.00	\$ _____
	6535	Neutrino Steel Floor Lamp - Steel	\$ 211.00	\$ 607.50	\$ _____

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Page 33

premium furniture rental

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

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

Sub Total \$ _____
 Tax 7.000% \$ _____
 Grand Total \$ _____

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

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

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

Exhibiting Company Name: _____ Booth # _____



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska

07-02760-18

Discount Deadline:
October 10, 2018

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

STANDARD CARPET

Standard carpet is a 13 oz. carpet available in 10 colors in 10 ft. width. If additional color options are desired, refer to the Custom Plush Carpet Rental form.

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

STANDARD CARPET PACKAGE (includes carpet and padding) - **INLINE BOOTHS ONLY**

Carpet Package price includes rental, installation, removal and front edge taping only.

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	309	10 ft. x 10 ft. Standard Carpet & Padding	\$ 256.25	\$ 346.25	\$ _____
<input type="checkbox"/>	310	10 ft. x 20 ft. Standard Carpet & Padding	\$ 512.25	\$ 692.25	\$ _____
<input type="checkbox"/>	311	10 ft. x 30 ft. Standard Carpet & Padding	\$ 768.25	\$ 1,038.50	\$ _____
<input type="checkbox"/>	312	10 ft. x 40 ft. Standard Carpet & Padding	\$ 1,024.50	\$ 1,384.50	\$ _____

STANDARD CARPET ONLY - **INLINE BOOTHS ONLY**

Carpet only price includes rental, installation, removal and front edge taping only.

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	301	10 ft. x 10 ft. Standard Carpet	\$ 177.50	\$ 239.75	\$ _____
<input type="checkbox"/>	302	10 ft. x 20 ft. Standard Carpet	\$ 354.75	\$ 479.25	\$ _____
<input type="checkbox"/>	303	10 ft. x 30 ft. Standard Carpet	\$ 532.25	\$ 718.75	\$ _____
<input type="checkbox"/>	304	10 ft. x 40 ft. Standard Carpet	\$ 709.75	\$ 958.50	\$ _____

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

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

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

Prices below are per sq. ft.

SELECT ONE	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	314	Standard Carpet	_____ ft. x _____ ft. = _____ sq. ft.	\$ 4.16	\$ 5.62	\$ _____
<input type="checkbox"/>	350	Padded Area Size	_____ ft. x _____ ft. = _____ sq. ft.	\$ 1.14	\$ 1.46	\$ _____
<input type="checkbox"/>	360	Plastic Covering	_____ ft. x _____ ft. = _____ sq. ft.	\$ 0.75	\$ 1.02	\$ _____

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

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

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

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

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

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

Exhibiting Company Name: _____ Booth # _____

Form#03-715

standard carpet rental

050918-103834



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

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Discount Deadline:
October 10, 2018

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

CUSTOM PLUSH CARPET

Custom Plush carpet is an upgraded 34 oz., multi-level pile carpet available in 12 decorator colors.

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

CUSTOM PLUSH CARPET PACKAGE (includes carpet and padding) - **INLINE BOOTHS ONLY**

Carpet Package price includes rental, installation, removal and front edge taping only.

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 511.25	\$ 690.00	\$ _____
<input type="checkbox"/>	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 1,022.25	\$ 1,379.75	\$ _____
<input type="checkbox"/>	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 1,533.25	\$ 2,069.50	\$ _____
<input type="checkbox"/>	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 2,044.25	\$ 2,759.25	\$ _____

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

Carpet only price includes rental, installation, removal and front edge taping only.

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	331	10 ft. x 10 ft. Custom Plush Carpet	\$ 493.50	\$ 665.75	\$ _____
<input type="checkbox"/>	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 987.00	\$ 1,331.50	\$ _____
<input type="checkbox"/>	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 1,480.50	\$ 1,997.25	\$ _____
<input type="checkbox"/>	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 1,974.00	\$ 2,663.00	\$ _____

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

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

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

Prices below are per sq. ft.

SELECT ONE	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	328	Custom Plush Carpet	_____ft. x _____ft. = _____sq. ft.	\$ 4.94	\$ 6.66	\$ _____
<input type="checkbox"/>	350	Padded Area Size	_____ft. x _____ft. = _____sq. ft.	\$ 1.14	\$ 1.46	\$ _____
<input type="checkbox"/>	360	Plastic Covering	_____ft. x _____ft. = _____sq. ft.	\$ 0.75	\$ 1.02	\$ _____

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

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

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

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

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

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

Exhibiting Company Name: _____ Booth # _____

Form#03-715

custom plush carpet rental

050918-103834



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 Kansas City, MO 64101
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 email: Ldavis@fernexpo.com

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Deadline to Return this Form:
October 10, 2018

[Click here](#) for Premium Vinyl Flooring color options

PREMIUM VINYL FLOORING

Orders received after the deadline date will not be honored.

100 sq. ft. minimum order required.

FernFlex is a PVC encapsulated fiberglass floor which has superior strength and stability. FernFlex is a 125 gauge thick product which has a 10 mil wear layer and can be used inside or outside. If running electrical, AV cords, etc. under the flooring, it is highly suggested to order vinyl floor padding.

ITEM #	DESCRIPTION	RATE	AMOUNT
380	Premium Vinyl Flooring _____ft. x _____ft. = _____sq. ft.	\$ 5.41	\$ _____

Select Color:

- Blackwood (BC)
 Brazilian Walnut (BW)
 Barnwood (BA)
 Rustic Cherry (RC)
 Dark Maple (DM)
 Light Maple (LM)
 Onyx (ON)
 Concrete (CO)
 Snow (SN)
 Checkerboard (CK)
 Silverwood (SW)

ITEM #	DESCRIPTION	RATE	AMOUNT
381	Vinyl Floor Padding _____ft. x _____ft. = _____sq. ft.	\$ 2.43	\$ _____

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

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

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

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

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

Exhibiting Company Name: _____ Booth # _____

Form#03-715

premium vinyl flooring

050918-103834



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Discount Deadline:
October 10, 2018

CLEANING SERVICES

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

VACUUM/SHAMPOO/MOP

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

Prices below are per
 square foot

<input type="checkbox"/>	903	Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.	\$	0.35 (Per Day)
<input type="checkbox"/>	901	Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.	\$	0.41
<input type="checkbox"/>	931	DAILY Vacuum of carpet, empty wastebaskets for space more than 1,000 sq. ft.	\$	0.31

PORTER SERVICE

Price is per day

Porter Service includes emptying wastebaskets and policing exhibit space at two hour intervals during show hours. These services are offered on a daily basis.

\$ 264.25

ESTIMATED CLEANING SERVICE COST

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

Porter Service: \$ 264.25 X _____ days = \$ _____

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.000%	\$ _____
	Grand Total	\$ _____

Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order.

Requests made after the deadline will be filled as work force is available.

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

Exhibiting Company Name: _____ Booth # _____

Form#09-710

cleaning services

050918-104302



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

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**Discount Deadline:
September 26, 2018**

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

Premium package graphics panels are printed on foam core. Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Item availability and styles may vary per location. Please order furniture, floral and electrical separately.

10' x 20' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4024	Premium Package (select Exhibit options below)	\$ 8,309.25	\$ 11,217.50	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4010	Standard Package (select Exhibit options below)	\$ 5,252.50	\$ 7,090.75	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

20' x 20' ISLAND EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4026	Enhanced Package (select Exhibit options below)	\$ 16,241.00	\$ 21,925.50	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4012	Standard Package (select Exhibit options below)	\$ 10,772.00	\$ 14,542.25	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.000%	\$ _____
	Grand Total	\$ _____

No refunds on orders cancelled after the deadline date.
 Requests made after the deadline will be filled, as available, at the standard rate.
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Exhibiting Company Name: _____ Booth # _____



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Premium package graphics panels are printed on foam core. Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Item availability and styles may vary per location. Please order furniture, floral and electrical separately.

TABLETOP EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4014	Premium Package (select Exhibit options below)	\$ 1,694.75	\$ 2,288.00	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4002	Standard Package (select Exhibit options below)	\$ 1,113.00	\$ 1,502.50	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)			
		Header Sign Copy: _____ Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

10' x 10' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4016	Premium Package (select Exhibit options below)	\$ 3,622.25	\$ 4,890.00	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4004	Standard Package (select Exhibit options below)	\$ 1,953.00	\$ 2,636.50	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____ Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.000%	\$ _____
	Grand Total	\$ _____

*No refunds on orders cancelled after the deadline date.
 Requests made after the deadline will be filled, as available, at the standard rate.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____



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Discount Deadline:
September 26, 2018

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

Premium package graphics panels are printed on foam core. Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Item availability and styles may vary per location. Please order furniture, floral and electrical separately.

10' x 10' CENTER EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4018	Premium Package (select Exhibit options below)	\$ 3,668.50	\$ 4,952.50	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4006	Standard Package (select Exhibit options below)	\$ 2,426.00	\$ 3,275.00	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

10' X 10' INLINE EXHIBIT WITH PEDESTAL

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4020	Premium Package (select Exhibit options below)	\$ 4,328.25	\$ 5,843.00	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4008	Standard Package (select Exhibit options below)	\$ 2,359.25	\$ 3,185.00	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.000%	\$ _____
	Grand Total	\$ _____

*No refunds on orders cancelled after the deadline date.
 Requests made after the deadline will be filled, as available, at the standard rate.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____

Form#40-709

exhibit rental

041615-115515



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Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Styles and sizes may vary depending on location. Contact Fern for exact dimensions.

COUNTERS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	4041	1 M x 1/2 M x 30"h, locking	\$ 461.00	\$ 622.75	\$ _____
___	4043	1 M x 1/2 M x 40"h, locking	\$ 536.75	\$ 725.00	\$ _____
___	4042	2 M x 1/2 M x 30"h, locking	\$ 763.75	\$ 1,031.25	\$ _____
___	4044	2 M x 1/2 M x 40"h, locking	\$ 839.50	\$ 1,133.50	\$ _____
___	4080	Full View Showcase, locking	\$ 1,010.00	\$ 1,363.75	\$ _____

FREESTANDING UNITS

___	4031	8' x 1 M Freestanding Panel	\$ 347.50	\$ 469.25	\$ _____
___	4055	One Sided Gondola w/2 shelves	\$ 461.00	\$ 622.75	\$ _____
___	4056	Two Sided Gondola w/4 shelves	\$ 555.75	\$ 750.50	\$ _____

KIOSKS & TOWERS

___	4033	8' Triangle Kiosk	\$ 757.75	\$ 1,022.75	\$ _____
___	4034	8' Square Kiosk	\$ 1,010.00	\$ 1,363.75	\$ _____
___	4035	Wire-wall Kiosk	\$ 404.25	\$ 545.75	\$ _____
___	4036	Media Cabinet	\$ 1,010.00	\$ 1,363.75	\$ _____
___	4037	12' Triangle Tower	\$ 915.25	\$ 1,236.00	\$ _____
___	4038	12' Square Tower	\$ 1,218.50	\$ 1,644.75	\$ _____

SHELVING UNITS & PEDESTALS

___	4003	Shelf Cabinet Unit w/30" cabinet, locking	\$ 915.25	\$ 1,235.75	\$ _____
___	4005	Shelf Cabinet Unit w/40" cabinet, locking	\$ 1,006.75	\$ 1,359.25	\$ _____
___	4053	1/2 M x 1 M Planter Box	\$ 151.75	\$ 205.00	\$ _____
___	4063	1/2 M x 30" h Pedestal	\$ 303.25	\$ 409.25	\$ _____
___	4064	1/2 M x 40" h Pedestal	\$ 404.25	\$ 545.75	\$ _____

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

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

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

*No refunds on orders cancelled after the deadline date
 Requests made after the deadline will be filled, as available, at the standard rate.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____

Form#40-709

exhibit rental (components)

050918-104416



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska

07-02760-18

**Discount Deadline:
September 26, 2018**

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

Styles and sizes may vary depending on location. Contact Fern for exact dimensions.

ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	4071	1 M Straight Shelf	\$ 63.50	\$ 85.75	\$ _____
___	4072	1 M Angled Shelf	\$ 63.50	\$ 85.75	\$ _____
___	4082	Halogen Arm Light	\$ 126.75	\$ 171.00	\$ _____
___	4073	Pamphlet Pocket (5" x 9")	\$ 32.00	\$ 43.00	\$ _____
___	4074	Letter Pocket (9" x 9")	\$ 41.50	\$ 55.75	\$ _____
___	4075	Brochure Pocket (9" x 11")	\$ 54.00	\$ 72.75	\$ _____

OFFICE / STORAGE CLOSETS

Office and meeting room structures are available in a Hardwall, Velcro or Smoked Plexiglas. Please contact Fern for a quote.

In addition, logo's and other graphics can be applied to the walls of rooms, meter panels and other accessory items at competitive prices. We offer full color digital printing and laminating of your artwork or if you prefer, we can create custom graphics specifically to suit your needs. Please ask a Fern representative for assistance.

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

*No refunds on orders cancelled after the deadline date.
 Requests made after the deadline will be filled, as available, at the standard rate.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____

Form#40-709

exhibit rental (accessories & office/storage closet)

050918-104416



751 Wyoming Street
 Kansas City, MO 64101
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07-02760-18

Discount Deadline:
October 10, 2018

FOUR COLOR DIGITAL SIGNS

[Click here](#) for Graphics Submission Guidelines

Prices indicated are based upon process color printing, mounting and laminating on showcard or foam core. Signs other than sizes listed will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order is \$30.00.

Emblems, trademarks, logos, special style lettering, etc., are inclusive of the above prices. Please go to our graphics submission guidelines for additional information. If you have any questions on formats supported please contact Fern Exposition and Event Services.

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	861	7" x 11" Digital	\$ 55.20	\$ 74.55	\$ _____
___	863	11" x 14" Digital	\$ 67.95	\$ 91.70	\$ _____
___	865	14" x 22" Digital	\$ 77.30	\$ 104.35	\$ _____
___	867	7" x 44" Digital	\$ 77.30	\$ 104.35	\$ _____
___	871	14" x 44" Digital	\$ 103.25	\$ 139.45	\$ _____
___	873	22" x 28" Digital	\$ 103.25	\$ 139.45	\$ _____
___	875	28" x 44" Digital	\$ 167.35	\$ 225.95	\$ _____
___	879	24" x 96" Digital	\$ 358.10	\$ 483.40	\$ _____
___	881	48" x 96" Digital	\$ 436.45	\$ 589.20	\$ _____
___	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$23.95/sq ft	\$32.30/sq ft	\$ _____
___	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$27.70/sq ft	\$37.40/sq ft	\$ _____
___	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$25.45/sq ft	\$34.40/sq ft	\$ _____
___	887	DBL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$38.15/sq ft	\$51.50/sq ft	\$ _____

Sign Copy: _____

Color of Background: _____

Color of Lettering: _____

Sign Orientation: Vertical Horizontal

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.000%	\$ _____
	Grand Total	\$ _____

*No refund on orders cancelled after the deadline date.
 Requests made after the deadline will be filled, as available, at the standard rate.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____



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Discount Deadline:
October 10, 2018

FLORAL and PLANTS

Charges listed include delivery to your booth, rental (not sale) during the event and removal. All floral is provided on a 7 day or less rental basis. Any floral missing at time of pick-up will be invoiced at prevailing replacement cost in addition to rental rates.

POTTED PLANTS - Please select color or type

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1502	Bromeliads - Select color: Red / Orange / Pink	\$ 42.50	\$ 61.70	\$ _____
_____	1503	Chrysanthemums - Select color: White / Yellow / Lavender	\$ 42.50	\$ 61.70	\$ _____
_____	1505	Ferns - Select type: Floor / Hanging	\$ 39.00	\$ 56.43	\$ _____
_____	1549	Ivy	\$ 39.00	\$ 56.45	\$ _____
_____	1506	Seasonal Flowering Plants	\$ 42.50	\$ 61.70	\$ _____
Please specify: _____					

TROPICAL GREEN PLANT - Please select size and shape

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1507	3 FT - Select type: Slim / Full	\$ 58.30	\$ 84.65	\$ _____
_____	1509	4 FT - Select type: Slim / Full	\$ 65.60	\$ 95.15	\$ _____
_____	1511	5 FT - Select type: Slim / Full	\$ 74.00	\$ 107.50	\$ _____
_____	1513	6 FT - Select type: Slim / Full	\$ 81.40	\$ 118.00	\$ _____
_____	1515	7 FT - Select type: Slim / Full	\$ 122.65	\$ 178.00	\$ _____

FRESH CUT FLOWER ARRANGEMENTS - Please select size and specify color

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1545	Small - Color _____	\$ 55.35	\$ 80.25	\$ _____
_____	1546	Medium - Color _____	\$ 95.35	\$ 138.35	\$ _____
_____	1548	Large - Color _____	\$ 133.55	\$ 193.65	\$ _____

FLORAL PACKAGES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1521	Floral Package A - Two 3' Tropical Green Plants and One Flowering Plant	\$ 147.90	\$ 214.45	\$ _____
_____	1523	Floral Package B - Two 3' and One 4' Tropical Green Plants, and One Flowering Plant	\$ 203.55	\$ 295.20	\$ _____

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

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Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

*No refunds on orders cancelled after the deadline date.
 Requests made after the deadline will be filled, as available, at the standard rate.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____

Form#15-712

floral & plant rental

050918-110437



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska

07-02760-18

**Deadline to Return this Form:
September 26, 2018**

You are required to use this form ONLY if you are planning to have an Independent Display House Contractor install and/or dismantle your exhibit. Please refer to the following page for Rules and Regulations.

YES, we will be using an independent display house contractor to install / dismantle our display.

Name of Display House: _____

Address: _____
Street City/State Zip Code

Telephone: _____ Fax: _____

Email: _____

Display House Contact Name: _____

I have notified our Independent Display House Contractor of the Rules and Regulations requiring them to submit a Certificate of Insurance to the Official Show Contractor, Fern Expositions and Event Services, by the deadline date shown above.

Print or Type Name

Signature

Date

Exhibiting Company Name: _____ Booth # _____

independent display house contractors

050918-110437



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Kansas City, MO 64101
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Fax: 816.471.1602
email: Ldavis@fernexpo.com

MRCA Conference and Expo

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07-02760-18

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

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

The Official Service Contractor is appointed to:

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

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

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

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

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

independent display house rules & regulations

050918-110437



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 Kansas City, MO 64101
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MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska

07-02760-18

**Deadline to Return this Form:
 October 10, 2018**

INSTALLATION & DISMANTLE LABOR SERVICES

Plan A (Supervised by Fern)

- 1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
- 1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____

30% charge for Fern Supervised services with a minimum of **\$ 85.25**

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

Emergency Contact: _____ Phone: _____

Plan B (Supervised by Exhibitor Personnel)

- 1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____
- 1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

Supervisor will be: _____ Phone: _____

Installation Labor Rate

Straight Time	\$	85.25
Over Time	\$	170.50

Minimum charge one (1) hour per man & 1/2 hour increments after the first hour. Charges for labor service are based on prevailing rates of labor and materials. Straight Time: 8:00 AM - 4:00 PM Monday-Friday. Overtime: Before 8:00 AM after 4:00 PM Monday-Friday, all day Saturday, Sunday and Holidays.

Estimated Display Labor Cost for Advanced Payment

Installation:

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

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

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

Dismantle:

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

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

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

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

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

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

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

Sub Total	\$	_____
Tax 7.000%	\$	_____
Grand Total	\$	_____

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

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

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

Exhibiting Company Name: _____ Booth # _____

Form#10-712

display labor service

050918-110822



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska

07-02760-18

Deadline to Return this Form:
October 10, 2018

CART SERVICE

Cart Service includes cart and labor and consists of a one-way trip from dock to your booth and/or from your booth to the dock. This service will be available during move-in and move-out only.

QTY	ITEM#	DESCRIPTION	RATE	TOTAL
___	4701	Cart Service, round trip	\$ 190.55	\$ _____

Cart Service Guidelines

1. This service is for those who have small items that will fit on a 3'x4' push cart in one trip. If your materials require more than one trip (per vehicle), you will not qualify for this service and will be charged the regular material handling rates.
2. Delivery must be made in a POV (privately owned vehicle). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo nor freight. Examples include pick-up trucks, passenger vans, cars and SUV's.
3. A cartload is a total weight of less than 250 lbs. There is only one cartload allowed per vehicle. Deliveries over 250 lbs will be charged at the regular material handling rates.

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

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

Sub Total	\$ _____
Grand Total	\$ _____

*All order cancellations made after deadline will be charged at 50% of the prevailing rate.
 Requests received after deadline date will be filled as work force is available.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Kit.*

Exhibiting Company Name: _____ Booth # _____



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Deadline to Return this Form:
October 10, 2018

FORKLIFT TO RIG IN BOOTH

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

4000 lb forklift

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

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

4000 lb forklift		
Straight Time	\$	194.50
Over Time	\$	291.70

Estimated Rigging Labor Cost for Advanced Payment

Installation:

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

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

Dismantle:

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

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

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. It is important that an exhibit representative check in at the Fern Exhibitor Service Center to pick up labor. Exhibit representative must also check the labor back in at the upon completion of work. All work is to be done under supervision of the exhibitor or their representative. Minimum charge one (1) hour per forklift and operator & 1/2 hour increments after the first hour. Charges for labor service are based on prevailing rates of labor and materials. Straight Time: 8:00 AM - 4:00 PM Monday-Friday. Overtime: Before 8:00 AM after 4:00 PM Monday-Friday, all day Saturday, Sunday and Holidays.

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

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

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

Sub Total	\$	_____
Tax 7.000%	\$	_____
Grand Total	\$	_____

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

Exhibiting Company Name: _____ Booth # _____

Form#10-712

forklift to rig in booth

050918-110822



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07-02760-18

Deadline to Return this Form:
October 10, 2018

MOBILE EQUIPMENT & DISPLAY VEHICLES

All mobile equipment and display vehicles being delivered for placement in booths will be received and escorted to the booth.

Rates are round trip

QTY	ITEM#	DESCRIPTION	RATE	TOTAL
___	4810	Mobile Equipment	\$ 200.00	\$ _____
___	4811	Truck/Car/Van/SUV	\$ 200.00	\$ _____
___	4812	Motorcycle	\$ 200.00	\$ _____
___	4813	RV's/Oversized Specialty Vehicles	\$ 200.00	\$ _____

Mobile Equipment & Display Vehicle Guidelines

All mobile equipment and display vehicles being delivered for placement in booths will be received and escorted to the booth. If your mobile equipment is delivered outside of your targeted move-in time, there may be an additional labor charge if items need to be moved to allow access to your booth. You will receive a targeted move in time once this form is received.

1. The vehicle engine will not be operated when the building is occupied.
2. A maximum of 5 gallons of fuel per vehicle when entering the building.
3. The fuel fill cap is secured with a lock or securely taped with a material that is non-petroleum soluble.
4. The battery cables are disconnected from the battery and the battery terminal will be securely covered.
5. The vehicle will be securely locked when unattended.
6. An approved fire extinguisher will be located in the immediate vicinity.
7. The Fire Marshal's office may inspect the vehicles prior to the building being opened to the general public.

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

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

*All order cancellations made after deadline will be charged at 50% of the prevailing rate.
 Requests received after deadline date will be filled as work force is available.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____

mobile equipment & display vehicles

050918-114259



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

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07-02760-18

**Deadline to Return this Form:
 October 10, 2018**

MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.

A 200 lb. minimum charge per shipment applies.

ADVANCE WAREHOUSE SHIPMENTS

Category	Description	Rate per cwt	Minimum Charge
A	Boxed, crated or skidded shipment via common carrier	\$ 99.00	\$ 198.00
B	Boxed, crated or skidded shipment via specialized carrier (van lines, POV, Fed Ex, UPS or USPS)	\$ 123.75	\$ 247.50
L	Late surcharge for shipment received after October 18 via common carrier	\$ 24.75	\$ 49.50
M	Late surcharge for shipment received after October 18 via specialized carrier/small pkg	\$ 31.00	\$ 62.00
T	Small package shipment not exceeding 35 lbs per shipment (not per box)	\$ 70.00	\$ 70.00

DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per cwt	Minimum Charge
D	Boxed, crated or skidded shipment via common carrier	\$ 95.00	\$ 190.00
E	Boxed, crated or skidded shipment via specialized carrier (van lines, POV, Fed Ex, UPS or USPS)	\$ 118.75	\$ 237.50
F	Unwrapped or unprotected shipment	\$ 142.50	\$ 285.00
U	Small package shipment not exceeding 35 lbs per shipment (not per box)	\$ 70.00	\$ 70.00

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

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

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

Exhibiting Company Name: _____ **Booth #** _____

material handling

050918-121554



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska
 07-02760-18

Deadline to Return this Form:
October 10, 2018

MATERIAL HANDLING GUIDELINES

1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.
2. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.
3. Complete terms and conditions are outlined in the Terms & Conditions.

Advance Warehouse Hours: 8:00 AM - 3:30 PM Monday through Friday

SHIPPING ADDRESSES

ADVANCE WAREHOUSE
 Label each piece of shipment(s) as follows:
(Exhibiting Company Name)
 c/o Fern
 YRC
 4480 South 90th Street
 Omaha, NE 68127

MRCA Conference and Expo (Booth #)
 Shipments must arrive between:
September 24, 2018 - October 18, 2018

DIRECT TO SHOW SITE
 Label each piece of shipment(s) as follows:
(Exhibiting Company Name)
 c/o Fern
 CenturyLink Center - Hall A
 455 N. 10th Street
 Omaha, NE 68102

MRCA Conference and Expo (Booth #)
 Shipments cannot arrive before:
Wednesday, October 24, 2018

ESTIMATED FREIGHT PAYMENT CALCULATION

Enter estimated total pounds of all your shipments by rounding up each total shipment weight to the nearest 100 pounds (i.e., 530 lbs of any number of pieces would be figured as 600 lbs), any shipment with a total of 200 lbs or less should be calculated at the 200 lb minimum.

Category	# of pieces	Weight (200 lb Min.)	Rate	Estimated Total
Shipment 1	_____	_____	X _____	= \$ _____
Shipment 2	_____	_____	X _____	= \$ _____
Shipment 3	_____	_____	X _____	= \$ _____
Shipment 4	_____	_____	X _____	= \$ _____
Shipment 5	_____	_____	X _____	= \$ _____

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

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

Sub Total \$ _____

Grand Total \$ _____

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

Exhibiting Company Name: _____ Booth # _____

material handling payment calculation



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: Ldavis@fernexpo.com

MRCA Conference and Expo

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

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

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

SPECIAL SERVICES AND RATES - Fern Exposition & Event Services will provide steel banding services at \$1.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$50.00 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$150.00 per round trip.

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

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

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

EXHIBITS TO BE STORED will be charged at a rate of \$1.00/lb per month, with a minimum monthly rate of \$150.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 30 days prior to the show.

EXHIBIT LOSS OR DISAPPEARANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

DISPUTES - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual

INSURANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

material handling terms & conditions

050918-121554



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska

07-02760-18

Deadline to Return this Form:
October 10, 2018

INBOUND SHIPMENT INFORMATION - FOR EVENT

Shipment 1

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

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

Shipment 2

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

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

Shipment 3

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

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

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

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

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

Exhibiting Company Name: _____ **Booth #** _____

inbound shipment information

050918-121554

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____

(Exhibiting Company Name)

c/o Fern

YRC

4480 South 90th Street

Omaha, NE 68127

MRCA Conference and Expo

Booth Number: _____

Must Arrive By:

Thursday, October 18, 2018

fern

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____

(Exhibiting Company Name)

c/o Fern

YRC

4480 South 90th Street

Omaha, NE 68127

MRCA Conference and Expo

Booth Number: _____

Must Arrive By:

Thursday, October 18, 2018

fern

EXHIBIT MATERIAL

RUSH
EVENT SITE

To: _____

(Exhibiting Company Name)

c/o Fern

CenturyLink Center - Hall A

455 N. 10th Street

Omaha, NE 68102

MRCA Conference and Expo

Booth Number: _____

Cannot Arrive Before:
Wednesday, October 24, 2018

fern

EXHIBIT MATERIAL

RUSH
EVENT SITE

To: _____

(Exhibiting Company Name)

c/o Fern

CenturyLink Center - Hall A

455 N. 10th Street

Omaha, NE 68102

MRCA Conference and Expo

Booth Number: _____

Cannot Arrive Before:
Wednesday, October 24, 2018

fern

ROUND-TRIP SHIPPING

WITH MATERIAL HANDLING

★ ONLY FROM FERN ★

SAVE UP TO 30%



Freedom Shipping

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



HOME PICKUP



SHOW SITE DROPOFF



SHOW FLOOR DELIVERY



PRIORITY EMPTY RETURN



RELOAD & SEND HOME

Book your shipment now!

Call 816-986-9829 Email cspare@fernexpo.com

fern



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

MRCA Conference and Expo

October 24 - 26, 2018

Centurylink Center - Hall A, Omaha, Nebraska

07-02760-18

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

FERN TRANSPORTATION

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

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

SERVICE SELECTION (select the following)			
Level of Service:	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air
Special Handling:	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Pick-up	<input type="checkbox"/> Inside Pick-up
Declared Value:	<input type="text"/>	Insurance cost (min. \$100): \$4.25 per \$100.00	
<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>			
For a quote, please contact Fern Transportation at: Toll Free: 888.513.1984 / Local: 513.823.2770 / Fax: 513.823.2771			

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

PICK UP ADDRESS PICK-UP DATE: _____ FACILITY HOURS: _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

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

PACKAGE DESCRIPTION

Pkg #1 Description:	Est. Wt.:
Pkg #2 Description:	Est. Wt.:
Pkg #3 Description:	Est. Wt.:
Pkg #4 Description:	Est. Wt.:
Pkg #5 Description:	Est. Wt.:
Total Estimated Weight:	

SPECIAL INSTRUCTIONS

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

Exhibiting Company Name: _____ **Booth #** _____

inbound exhibit transportation - fern transportation



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: Ldavis@fernexpo.com

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07-02760-18

IMPORTANT INSTRUCTIONS

Every shipment must be labeled and requires a Fern Bill of Lading (BOL) for each destination.

1. Exhibitor must complete request form and return before show close
2. Fern will create a BOL and shipping labels that will be printed
3. BOL and shipping labels will be delivered to your booth or held at the Service Center
4. Exhibitor must properly pack each shipment and apply labels
5. Exhibitor must return the signed BOL to the Service Center with piece count and est. weight

of Labels Needed

Carrier Requested

CARRIER SELECTION (select one of the following)

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

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

Special Handling:
 Lift-Gate
 Residential Delivery
 Inside Delivery

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

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

SHIP TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X _____

Printed Name _____

Emergency/Mobile Phone # _____

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

PACKAGE DIMENSIONS

Pkg #1 Dimensions:	Est. Wt.:
Pkg #2 Dimensions:	Est. Wt.:
Pkg #3 Dimensions:	Est. Wt.:
Pkg #4 Dimensions:	Est. Wt.:
Pkg #5 Dimensions:	Est. Wt.:
Total Estimated Weight:	

SPECIAL INSTRUCTIONS

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

Exhibiting Company Name: _____ Booth # _____

outbound bill of lading request

ORDER ONLINE AT www.centurylinkcenteromaha.com



EXHIBITOR
UTILITIES / TECHNICAL
SERVICES ORDER FORM
UP TO A 4 DAY EVENT



PRICING DEADLINE

ORDER MUST BE RECEIVED BY FAX OR POSTMARKED 7 CALENDAR DAYS BEFORE MOVE-IN DATE FOR ADVANCE (Adv.) RATE OTHERWISE STANDARD (Std.) RATE APPLIES

Information Technology				
WIRED INTERNET	Qty.	Adv. Rate	Std. Rate	Total
Shared Wired Broadband Internet Up to 5 MB (1st PC)		\$ 140.00	\$ 165.00	
-Additional PCs Up to 5 MB		87.00	102.50	
Dedicated Wired VLAN Up to 5 MB		320.00	375.00	
-Additional PCs on Dedicated VLAN Up to 5 MB		185.00	215.00	
WIRELESS INTERNET	Qty.	Adv. Rate	Std. Rate	Total
Wireless Broadband Internet Up to 5 MB (1st device)		\$ 105.00	\$ 122.50	
-Additional Wireless devices		26.00	31.00	
VOICE	Qty.	Adv. Rate	Std. Rate	Total
Analog Phone Line / Credit Card Line / Fax line		\$ 140.00	\$ 165.00	
ISDN		236.00	295.00	
Long Distance Deposit		28.00	35.00	
EQUIPMENT RENTAL	Qty.	Adv. Rate	Std. Rate	Total
PC / Laptop Rental - per day		\$ 124.00	\$ 155.00	
19" LCD Monitor - per day		135.00	165.00	
Total Information Technology: \$				
<i>Other Services Available Upon Request</i>				
Internet includes web browsing and internet e-mail. See Rules & Regs for details. Wireless networks are forbidden without express written permission of MECA. Long distance available with non refundable deposit				

Mechanical				
	Qty.	Adv. Rate	Std. Rate	Total
Compressed Air		\$ 160.00	\$ 200.00	
-Additional Air Lines		45.50	57.00	
Natural Gas Line w/1/2" connection		160.00	200.00	
-Additional Gas Lines		45.50	57.00	
Sink Connection/drain (continuous)		252.00	315.00	
Fill/drain tank/spa 500g max (1 fill / 1 drain)		116.00	145.00	
Fill/drain tank/spa 500-1,000g max (1 fill / 1 drain)		164.00	205.00	
Fill/drain tank/spa 1,000g +		call for pricing		
Total Mechanical: \$				
<i>Compressed Air:</i> Exhibitor must supply own drier or regulator for critical applications. 1/2" Universal Quick Disconnect w/ 3/8" line required. <i>Natural Gas:</i> Low pressure gas. Available in limited locations (on interior columns). Exhibitors using natural gas must supply a fire extinguisher in their booth.				

Electrical				
	Qty.	Adv. Rate	Std. Rate	Total
120v, 20 Amp (standard outlet)		\$ 77.00	\$ 110.00	
208v, 30 Amp, Single Phase		121.00	173.00	
208v, 50 Amp, Single Phase		150.50	215.00	
208v, 20 Amp, 3 Phase		138.25	197.50	
208v, 30 Amp, 3 Phase		207.50	296.50	
208v, 40 Amp, 3 Phase		276.50	395.00	
Extension Cords & Power Strips		call for pricing		
24 Hour Power		call for pricing		
Total Electrical: \$				
<i>Other Services Available Upon Request</i>				
<i>Custom Services:</i> Hard wire connection including lighting, more than 3 outlets ordered, antenna or satellite downlink connections, booth to booth cable runs, overhead power and changes to orders are at the discretion of the Electrician. 480v available in limited locations, please call for specifics.				

Banner & Sign Hanging	
Contact MECA for quote (402) 599-6703 or exhibitorservices@omahameca.com	

Shipping/Receiving	
The facility does not accept shipments.	
Contact Fern Expositions (816) 221-0525.	

Exhibitor Information	
ALL INFORMATION IS REQUIRED	
Event Name _____	
Company Name _____	Booth # _____
Address _____	
City _____	State _____ Zip _____
Phone # _____	Fax # _____
E-mail: _____	
On Site Contact: _____	
By signing below, I acknowledge that I have read, understand, and agree to the terms stated in the Utility/Technical Services Rules & Regulations as well as the Exhibitor Rules & Regulations. All Rules & Regulations documents are available at www.centurylinkcenteromaha.com .	
Signature _____	Date _____

MECA Contact Information:	
455 N 10th Street, Omaha, NE 68102	
Phone: (402) 599-6703 Fax: (402) 599-6725	
Website: www.centurylinkcenteromaha.com	
E-mail: exhibitorservices@omahameca.com	
25% additional charge per day over 4 days. Please use the 5 Day Event order form.	

Services Grand Total: \$

Payment Information	
FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY THIS FORM	
NO PERSONAL CHECKS ACCEPTED	
_____ Company Check (Payable to MECA) {U.S. Funds Only}	
CREDIT CARD INFORMATION:	
_____ Visa _____ MasterCard _____ American Express _____ Discover	
Company/Cardholder's Name _____	
Cardholder's Billing Address _____	
City _____	State _____ Zip _____ Phone # _____
Are You The Cardholder () Yes () No Is This a Corporate Card () Yes () No	
This Card will be used to pay for charges by the following authorized users: (please print)	
1) _____	2) _____
Credit Card # _____	Exp. _____
Security Code (required) _____	
By signing below, I acknowledge and agree that if the Exhibitor Services Order Form is received by fax or post marked after the 7-day advance order deadline, I will no longer be eligible for the Advance rates and my card will be charged the Standard rates.	
Signature _____	Date _____



UTILITIES/TECHNICAL SERVICES RULES & REGULATIONS

Rate Policy

1. ADVANCE RATES require that Order Forms AND full payment MUST be postmarked or received a minimum of seven (7) calendar days PRIOR TO the first day of the show. FLOOR RATES will apply after the deadline.
2. All order forms must be complete for service to be scheduled. Incomplete order forms may result in delayed processing and a possible delay of service installation.
3. Prices are for a four (4) day show. For shows over 4 days, add 25% for each additional day.
4. 24-hour service will be charged at 150% of the applicable rate.
5. Rates quoted for all connections include bringing the service to the booth in the most convenient manner and do not include connecting any equipment or any special wiring, plumbing, or other materials required for final operation of equipment.
6. All equipment connections or additional wiring, plumbing, etc. will be charged on a time (1 hour minimum) and material basis.
7. Requirements for connections at specific locations within the exhibitor's space must be communicated in writing along with a floor diagram indicating connection locations. Additional labor will be charged on an hourly basis (1 hour minimum) and payment must be made at the time services are rendered.

Cancellation Policy

1. Notification of cancellation of services must be remitted IN WRITING a minimum of 14 CALENDAR DAYS PRIOR to the first scheduled show date to receive a refund.
2. No refunds will be given for services order and installed but not used.
3. Claims for misdelivery or non-delivery of services will not be considered for refund unless reported to the Service Desk PRIOR to the close of the event.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. Advance payment may be made using cash, company check, money order or credit card. No personal checks will be accepted. Absolutely no checks will be accepted after the 7-day deadline. All service orders received after the 7-day deadline date must be paid using cash, credit card, certified check or money order. Credit Cards accepted: Visa, MasterCard, AMEX and Discover.
2. Payment for additional services required beyond standard booth connection, or for services requested upon arrival, must be made in advance. No services will be rendered without prior payment.

General Policies

1. Advance orders will receive priority service.
2. Rates quoted for all connections cover bringing one service to the booth in the most convenient manner and do not include connecting equipment or wiring.
3. Utilities and technical services will be available during move-in, and on show days they will be turned on one hour prior to the show opening time and will be turned off thirty



UTILITIES/TECHNICAL SERVICES RULES & REGULATIONS

- minutes after show closing time. If utilities are required prior to or after these times (e.g. twenty-four hour electrical service), prior arrangements must be made.
4. MECA employees are the only persons permitted to make connections to building equipment. Any Exhibitor accessing floor boxes, electrical panels, or other equipment belonging to MECA will be subject to removal from the building. Any damages caused by the Exhibitor will be charged accordingly.
 5. Utility requirements crossing aisles will only be installed by MECA personnel and then only as agreed upon by show management and as approved by the Fire Marshall.
 6. Utility requirements crossing aisles will only be installed by MECA personnel and then only as agreed upon by show management and as approved by the Fire Marshall.
 - 7.
 8. All materials and equipment furnished for utility and technical services shall remain the property of MECA and shall be removed ONLY by MECA personnel at the close of the show.
 9. Any MECA materials or equipment removed from the premises or damaged will be charged accordingly.
 10. Unless otherwise directed, MECA personnel are authorized to cut floor coverings to permit the installation of service.
 11. All services shall be used by the Exhibitor in the manner intended. Services may be disconnected if MECA has reason to believe that services are being used inappropriately.
 12. The liability of MECA and the City of Omaha shall be exclusively limited to the refund of charges in the event of misdelivery or non-delivery of equipment and services. Any and all incidental, actual, or consequential damages related to the misdelivery or non-delivery of such equipment and services are hereby waived by the users of such services.

Telephone Service

1. Analog and digital service is available.
2. All lines provide for unlimited local calling.
3. Domestic (US) long distance calls will be billed at \$.15 per minute. Dial "9" to access an outside line.
4. A \$25.00, non-refundable deposit will be required in advance for long distance access.
5. Exhibitors requesting long distance service must have a credit card on file with the Service Desk prior to service being activated. Any long distance charges incurred in excess of the \$25.00 deposit will be charged to this credit card at the end of the show.
6. International calling is available by contacting the MECA Information Technology department.
7. MECA is not responsible for incompatibility issues with customer or third party equipment.

Internet Service

1. Due to the shared nature of the MECA broadband internet service, MECA will not be responsible for the security or loss of data. Private connections such as VLANs and dedicated T-1s are available and listed on the order form.



UTILITIES/TECHNICAL SERVICES RULES & REGULATIONS

2. An Intrusion Detection System (IDS) is utilized to monitor the MECA network. Any Exhibitor found attempting to gain access to unauthorized network resources will be disconnected immediately and subject to removal from the building.
3. Wireless networks are strictly forbidden without the express written permission of MECA.
4. MECA is not responsible for incompatibility issues with customer or third party equipment.
5. High-Speed Internet connectivity provided includes web browsing and internet e-mail. Other services (i.e. VPN, Video/Audio Conferencing, Corporate E-Mail access, etc.) must be requested, configured and tested at least one (1) day prior to day of Event. Please contact the Information Technology Department with any questions or to request additional services.

Electrical Service

1. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
2. A standard electrical outlet consists of a double female outlet.
3. All connections must conform to the National Electric Code, City Code, and MECA regulations.
4. Cords (120v) on Exhibitor equipment must be three-wire grounding type.
5. Exhibitors found using power where no outlets have been ordered prior to the show are subject to 150% charge of the "floor rate" for all outlets used. Electrical audits will be performed throughout the show.

Water Service

1. All equipment must have inlet and outlet properly tagged.

Compressed Air Service

1. MECA is not responsible for moisture or water in the air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

Natural Gas Service

1. All gas connections must be made by MECA personnel.



J&S Audio Visual, Inc. Office at CenturyLink Center Omaha Effective 07-01-17
 455 North 10th Street * Omaha, NE 68102 * Phone: (402) 599-6492 * E-Mail charliew@jsav.com * www.jsav.com
 Advance Order Deadline Is Two Weeks (14 Days) Before Show Date

Equipment	Quantity	Advance Rate	Floor Rate	Total
AUDIO				
Audio CD Player		\$40.00	\$45.00	
Computer Audio Interface Unit		\$20.00	\$25.00	
MP3 Digital Audio Recorder		\$40.00	\$45.00	
Wireless Microphone Combo Kits		\$125.00	\$140.00	
SM58 Vocal Professional Microphone		\$40.00	\$45.00	
Wireless Headset Microphone		\$175.00	\$195.00	
4-Channel Audio Mixer		\$40.00	\$45.00	
6-Channel Audio Mixer		\$50.00	\$55.00	
16-Channel Audio Mixer		\$100.00	\$110.00	
Full Range Speaker (EV)		\$75.00	\$85.00	
Polycom Audio Teleconference		\$50.00	\$55.00	
Direct Box		\$20.00	\$25.00	
Labor				
AV Technician (per hour-4 hr min)		\$45.00	\$67.50	
AV Engineer (per hour-4 hr min)		\$55.00	\$82.50	
MISCELLANEOUS				
Display Easel		\$10.00	\$15.00	
Flipchart Easel w/ Pad & Markers		\$40.00	\$45.00	
PC Wireless Mouse		\$15.00	\$20.00	
AV Cart w/Skirt		\$15.00	\$20.00	
<i>Specify Size: 34" / 42" / 54"</i>				
Safelock Stand w/Skirt		\$15.00	\$20.00	
HDMI Distribution Amp 1x4		\$55.00	\$60.00	
HDMI Cable 25'		\$15.00	\$20.00	
VGA Cable 25'		\$15.00	\$20.00	
VGA Distribution Amp 1x4		\$25.00	\$30.00	

Equipment	Quantity	Advance Rate	Floor Rate	Total
VIDEO				
Tripod Screen		\$40.00	\$45.00	
<i>Specify Size: 5' / 6' / 7' / 8'</i>				
BluRay/DVD Player		\$75.00	\$85.00	
24" LCD HDTV		\$100.00	\$110.00	
42" LCD HDTV		\$250.00	\$275.00	
55" LED/LCD HDTV		\$350.00	\$385.00	
70" LED/LCD HDTV		\$550.00	\$605.00	
<i>Specify TV Stand: Floor / Tabletop / Truss Mount / Wall Mount</i>				
Floor Stand or Wall Mount		\$75.00	\$85.00	
Truss Tower and Truss Mount		\$150.00	\$165.00	
LCD Projector (4500 Lumens)		\$350.00	\$385.00	
<p style="text-align: center;">Please Contact Your J&S Representative For: More Complex Audio or Video Systems, Lighting Equipment Items Not Listed or Special Requests, Rigging</p>				
CALCULATING YOUR ORDER				
Instructions:				
1. Multiply Quantity of Items by			\$	
Applicable Daily Rental				
2. Multiply Total of Line 1 by # of Show Days			\$	
3. Delivery, 30 Minute Setup, and Pickup N/C				
4. Calculate Tax 7.00% Nebraska Sales Tax			\$	
5. Additional Labor (Please Call Us)			\$	
				TOTAL \$

EXHIBITOR INFORMATION	
ALL INFORMATION IS REQUIRED	
Event Name _____	
Company Name _____	Booth # _____
Address _____	
City _____	State _____ Zip _____
Phone # _____	Fax # _____
E-Mail _____	
On Site Contact _____	
If Delivery Date Differs from Actual Show Dates Please Indicate	
Delivery Date _____	Time _____
By signing below, I acknowledge that I have read, understand and agree to the Audio Visual Rules and Regulations.	
Signature _____	Date _____

PAYMENT INFORMATION	
____ Company Check (Payable to MECA) {U.S. Funds Only}	
____ Visa ____ MasterCard ____ American Express ____ Discover	
NO PERSONAL CHECKS ACCEPTED	
CREDIT CARD INFORMATION:	
Company/Cardholder's Name _____	
Cardholder's Billing Address _____	
City _____	State _____ Zip _____ Phone # _____
Are You The Cardholder () Yes () No	
Is This a Corporate Card () Yes () No	
This Card will be used to pay for charges by the following authorized users: Please print.	
(1) _____	(2) _____
Credit Card # _____	Exp. _____
	CVV _____
Signature _____	Date _____

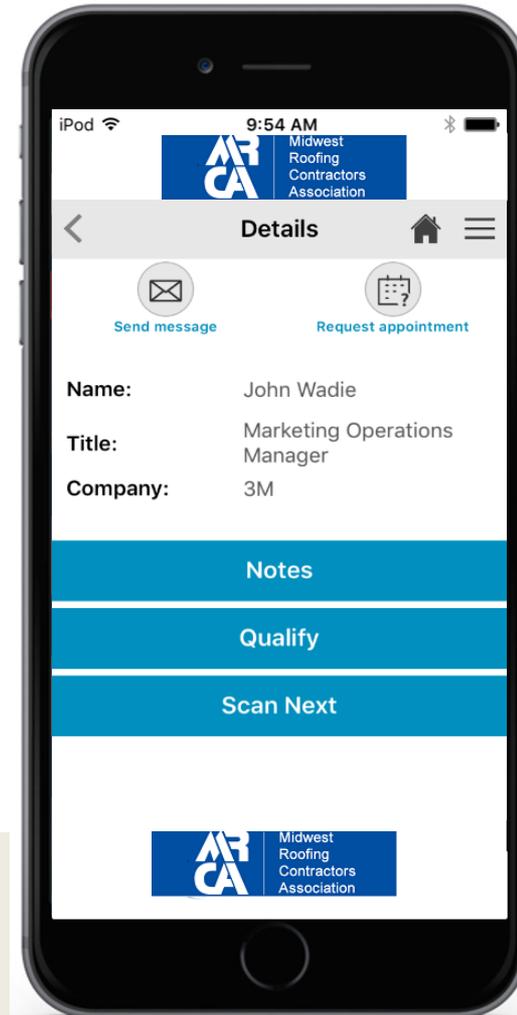
Your J&S Representative at CenturyLink Center Omaha is
Charlie Wagner



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 - **Additional user license: \$150**
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