All exhibitors participating in the [SHOW NAME] are subject to these rules, regulations, and policies. Questions   
regarding these rules and regulations are to be directed to:

YOUR NAME

YOUR ADDRESS

YOUR CITY, STATE, ZIP

YOUR PHONE and FAX

YOUR EMAIL

1. The show will be held at Grand Wayne Convention Center in Fort Wayne, Indiana. Exhibits will be open to   
   registrants during the following times:

[ LIST DATES and TIMES ]

Move-in and installation will be from [ LIST DATE and TIMES]. No exhibit material may be moved into or   
removed from the exhibit area during the official show hours, except by written permission. Admittance into   
the exhibit area at all times requires personnel to display an exhibitor badge that will be provided.

1. Equipment may not extend into the aisles and across the exhibitor’s purchased booth lines.
2. All signs must be located within the boundaries of the assigned booth space and hung no higher than the   
   height limitations for each booth type. Signs may not be attached to walls, nor may they be hung from the   
   ceiling, outside the booth space.
3. The exhibitor may not display or distribute printed matter, samples, advertising matter, or other articles   
   outside the confines of its assigned space.
4. The exhibitor will keep the exhibit open and staffed at all times during the exhibit hours. The exhibitor   
   will keep the exhibit in good condition at all times.
5. Exhibitors may not conduct group functions, such as meetings, hospitality suites, demonstrations, film   
   showings, speeches, or other similar activities outside the exhibit area during the exhibit hours or in   
   conflict with any officially programmed expositions or conference events.
6. Exhibitors desiring to distribute food or beverages in their booth space are highly encouraged to   
   contact the Fort Wayne Board of Health at 260-449-7561 and acquire the proper permits.
7. To maintain the professionalism and high caliber of the show, exhibitors are asked to observe and   
   maintain the “good neighbor policy” at all times. Loud or obtrusive audio-visual or oral   
   presentations or other activity that would be distracting to neighboring booths will not be   
   permitted. If found to exist and cause such distraction, the exhibitor will be asked to discontinue   
   such practice.
8. Prizes, awards, raffles, and drawings are permitted provided that the exhibitor has obtained written permission

from [YOUR NAME]. Permission can be obtained by sending a written description of the type of prizes to be   
given, the qualifications to win, and the equipment used for the drawing.

1. Each exhibitor will be provided with badges for booth personnel, which must be displayed and identifiable to   
   conference attendees.
2. All exhibitors will be bound by and subject to the policies and procedures of Grand Wayne Convention Center.   
   The exhibitor further agrees to comply with all fire rules, electrical codes, union jurisdictions, and all other   
   applicable Federal, State, Municipal, and County laws and regulations.
3. Exhibitors will be liable for damage caused by marking, defacing, or damage by fastening fixtures or other items   
   to floors, walls, or columns of Grand Wayne Convention Center and for any damage to equipment furnished by management or its service suppliers.
4. To facilitate shipments into and out of Grand Wayne Convention Center, please refer to the instructions   
   attached regarding shipping.
5. A [YOUR COMPANY or ASSOCIATION] representative will be on hand to assist you and to answer your   
   specific questions.

OTHER OPTIONS FOR CONSIDERATION and INCLUSION:

1. SECURITY

• Will you be hiring a security guard for the closed hours of the show?

• Will anyone be allowed into the Exhibit Space during closed hours?

• Exhibitor is required to provide all insurance and/or policy riders to cover booth contents.

1. LAYOUT

You may want to include a floor plan of the booth layout. Otherwise, vendors need not choose their space.­

1. OTHER SERVICES

You may want to include a listing of other services, such as audio-visual equipment, florists and greenery   
suppliers, and decorating / booth set-up specialists. Your exhibitors may access Grand Wayne Convention   
Center’s SERVICE ORDER FORM on the website: [www.grandwayne.com](http://www.grandwayne.com).

If you have selected Grand Wayne Convention Center as the Show Decorator, please offer the password “1111”   
to your exhibitors to order additional equipment.

If Grand Wayne Convention Center is providing Electrical and Technology Services only, please offer the   
password “0000”

Exhibition materials will not be accepted for storage prior to 3 days before your event.

All exhibition materials should be addressed as follows:

GRAND WAYNE CONVENTION CENTER

120 W JEFFERSON BLVD.

FORT WAYNE IN 46802

ATTN: [WRITE YOUR SHOW NAME and DATES]

BOOTH # \_\_\_\_\_\_\_\_

EXHIBITOR’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to better assist your drayage and material handling needs, please complete the following and

RETURN TO

GRAND WAYNE CONVENTION CENTER

120 W JEFFERSON BLVD

FORT WAYNE IN 46802

T: 260.426.4100 F: 260.420.9080

E: [spaunovich@grandwayne.com](mailto:spaunovich@grandwayne.com)

INBOUND SHIPPING INFO — PRIOR TO EXHIBIT

Shipped via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE SHIPPED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EST. ARRIVAL DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL # of SHIPMENTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL # of PIECES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OUTBOUND CARRIER OF CHOICE — AT CLOSE of EXHIBIT

Ship via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE SEE “OUTBOUD SHPPING INSTRUCTIONS” if you are shipping out materials   
after the show.

OUTBOUND SHIPPING INSTRUCTIONS

IF YOU ARE SHPPING MATERIALS OUT AFTER A SHOW:

1. YOU MUST CONTACT the shipping company of your choice for pick-up. Please tell that   
   shipper your BOOTH NUMBER, COMPANY NAME, and SHOW ENDING TIME

FED EX 800.463.3339

XPO LOGISTICS (formerly CON-WAY) 800.322.0162

DAYTON FREIGHT 800.860.5102

TQL (Total Quality Logistics) 260-249-8654 (Zach Scheirer)

USF HOLLAND 260.489.5502

YRC FREIGHT 800.610.6500

UPS 800.742.5877

1. YOU MUST SEAL all boxes, crates, etc. and CLEARLY LABEL each with DESTINATION SHIPPING CO. and   
   ACCOUNT NUMBER (or credit card). CHECK WITH YOUR SHIPPING COMPANY for specific requirements.   
   SIGN all documents.
2. If your shipping company does not supply labels, blank BILL OF LADING FORMS are available from Grand   
   Wayne Convention Center Engineer Office. SIGN all documents.
3. Contact Grand Wayne Convention Center personnel for assistance in THE SHIPPING PROCESS or with   
   any other questions.
4. NO C.O.D. PACKAGES MAY BE SENT FROM GRAND WAYNE CONVENTION CENTER.   
   All packages, crates, etc. must be clearly marked with YOUR ACCOUNT NUMBER or CREDIT   
   CARD NUMBER.
5. ANY ITEMS MISSING AND NEEDING INFORMATION WILL NOT BE SHIPPED AND ARE   
   SUBJECT TO DAILY STORAGE FEES.

GRAND WAYNE CONVENTION CENTER is located at 120 W. Jefferson Blvd, Fort Wayne, IN 46802.   
DIRECT YOUR SHIPPER TO PICK UP AT THE WEBSTER STREET DOCK AREA.

Effective 7/20/16.

FULL NAME OF EVENT:

DATE OF EVENT:

EXHIBITOR NAME:

ADDRESS:

CITY:       STATE:       ZIP:

PHONE: (     )     -      FAX: (     )     -

EMAIL:

**ELECTRICAL SERVICE** (one time per show rental rates)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quantity | Description | Advance Rate | Floor Rate | Amount |
|  | 120 Volts up to 20 Amps/2400 Watts | $25 | $30 | $ |
|  | 208 Volts up to 60 Amps | $100 | $150 | $ |

Any 208 or 480 Volt may have an additional electrical charge based on time involved for service installation.

Grand Wayne Convention Center will not be responsible for surge in power lines. The undersigned is expected to provide their   
own surge protectors.

**TECHNOLOGY SERVICE**  (daily rental rates)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Quantity | | Description | | Advance Rate | | | Floor Rate | | Amount | | |
|  | | Wired broadband internet | | $ 200. | | | $235. | | $ | | |
|  | | Analog telephone line | | $ 75. | | | $110. | | $ | | |
|  | | Video display, 32” | | $125. | | | $160. | | $ | | |
|  | | Video display, 42” with stand | | $200. | | | $235. | | $ | | |
|  | | Video display, 55” with stand | | $300. | | | $335. | | $ | | |
|  | | Video display, 60” with stand | | $350. | | | $385. | | $ | | |
|  | | Video display, 70” with stand | | $450. | | | $485. | | $ | | |
|  | |  | |  | | |  | |  | |
|  | | SUBTOTAL Electrical + Technology Services: | | | | | $ | |
|  | | Indiana Sales Tax of 7%: | | | | | $ | |
|  | | **TOTAL SERVICES:** | | | | | $ | |
|  | |  | |  |  | |  | |

**PAYMENT:**

Credit Card Type: MasterCard Visa AmEx Discover

Account Number:                         Exp.:     /      CVC:

Cardholder’s Name (as it appears, please print):

Cardholder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***PLEASE NOTE:***

* This list represents some of our most requested equipment. Please contact GWCC for the   
  complete list.
* Technology Service charges are daily rates. Electrical Services are one-time show rates.

FULL NAME OF EVENT:

DATE OF EVENT:

EXHIBITOR NAME:

ADDRESS:

CITY:       STATE:       ZIP:

PHONE: (     )     -      FAX: (     )     -

EMAIL:

**ELECTRICAL SERVICE** (one time per show rental rates)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Description** | **Advance Rate** | **Floor Rate** | **Amount** |
|  | 120 Volts up to 20 Amps/2400 Watts | $25 | $30 | $ |
|  | 208 Volts up to 60 Amps | $100 | $150 | $ |

Any 208 or 480 Volt may have an additional electrical charge based on time involved for service installation.

Grand Wayne Convention Center will not be responsible for surge in power lines. The undersigned is expected to provide their own surge protectors.

**DISPLAY TABLES** (one time per show rental rates)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Description** | **Advance Rate** | **Floor Rate** | **Amount** |
|  | Table (no cover/no skirt) | $6 | $10 | $ |
|  | Table (vinyl cover & skirt) | $18 | $25 | $ |

**TECHNOLOGY SERVICE** (daily rental rates)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Quantity** | | | **Description** | | | | | **Advance Rate** | | | **Floor Rate** | **Amount** | | | | |
|  | | | Wired broadband internet | | | | | $ 200. | | | $235. | $ | | | | |
|  | | | Analog telephone line | | | | | $ 75. | | | $110. | $ | | | | |
|  | | | Video display, 32” | | | | | $125. | | | $160. | $ | | | | |
|  | | | Video display, 42” with stand | | | | | $200. | | | $235. | $ | | | | |
|  | | | Video display, 55” with stand | | | | | $300. | | | $335. | $ | | | | |
|  | | | Video display, 60” with stand | | | | | $350. | | | $385. | $ | | | | |
|  | | | Video display, 70” with stand | | | | | $450. | | | $485. | $ | | | | |
|  | |  | | | | |  | | |  | | | |  | |
|  | | | | SUBTOTAL Electrical + Technology Services: | | | | | | | $ | | |
|  | | | | Indiana Sales Tax of 7%: | | | | | | | $ | | |
|  | | | | **TOTAL SERVICES:** | | | | | | | $ | | |
|  | | | |  | |  | | |  | | | |  | | |

**PAYMENT:**

Credit Card Type: MasterCard Visa AmEx Discover

Account Number:                         Exp.:     /      CVC:

Cardholder’s Name (as it appears, please print):

Cardholder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you need specialty items not displayed on our Service Rate Sheet or trade show display assembly, we recommend:*

The Baldus Company ([www.balduscompany.com](http://www.balduscompany.com)).   
Contact Kerry Johnson at (260) 424-2366 or [Kerry@balduscompany.com](mailto:Kerry@balduscompany.com)