

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.

2. Equipment may not extend into the aisles and across the exhibitor's purchased booth lines.
3. 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.
4. The exhibitor may not display or distribute printed matter, samples, advertising matter, or other articles outside the confines of its assigned space.
5. 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.
6. 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.
7. 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.
8. 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.

NEED MORE INFO?

Grand Wayne Center
120 W Jefferson Blvd
Fort Wayne, IN 46802
Tel: 260.426.4100
Fax: 260.420.9080
spaunovich@grandwayne.com

Beyond convention. **Beyond expectation.**[™]

9. 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.
10. Each exhibitor will be provided with badges for booth personnel, which must be displayed and identifiable to conference attendees.
11. 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.
12. 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.
13. To facilitate shipments into and out of Grand Wayne Convention Center, please refer to the instructions attached regarding shipping.
14. A [YOUR COMPANY or ASSOCIATION] representative will be on hand to assist you and to answer your specific questions.

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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.

2. LAYOUT

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

3. 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.

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"

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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

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.

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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

2. 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.
3. 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.
4. Contact Grand Wayne Convention Center personnel for assistance in THE SHIPPING PROCESS or with any other questions.
5. 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.
6. 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.

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spaunovich@grandwayne.com

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: _____

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spaunovich@grandwayne.com

The completed Service Order Form can be emailed to Stacey at spaunovich@grandwayne.com.

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.

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DATE OF EVENT:

EXHIBITOR NAME:

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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.	\$
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GRAND WAYNE CONVENTION CENTER

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Cardholder's Signature _____

COMPLETE SERVICE ORDER FORM

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).

Contact Kerry Johnson at (260) 424-2366 or Kerry@balduscompany.com

Form 1111

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