



EVENT DESIGN & INSTALLATION, INC.

2825 Six Mile Lane ~ Louisville, KY 40220 ~ (502) 495-1105 ~ Fax (502) 491-3438

E-Mail us at - EDIOFKY@aol.com

OFFICIAL DECORATOR INFORMATION/SERVICE KIT KENTUCKY LIBRARY ASSOC/KY SCHOOL MEDIA ASSOC. SEPTEMBER 20 - 22, 2007

As the official decorator/exhibitor services contractor for this event., we welcome you as a participant. Please review the following carefully as it contains information for your exhibit needs. The forms included are for basic, most requested services/rental items. We can assist you with special requirements. Please don't hesitate to contact our office for information. While you can order items after the indicated deadline and on site, we strongly recommend pre-ordering your rental needs. All on site orders are filled on a first come, first serve basis and as available.

PAYMENT INFORMATION: To qualify for discount rate, orders must be received in our office by the deadline date listed on the forms. Full payment, including applicable Kentucky State Tax, as listed, must be included. If you are exempt from paying Kentucky Sales/Use tax, you must include a copy of your Exemption Certificate with your order or the appropriate tax will be charged. Orders received without full payment will not be processed until full payment is received. To expedite your order please complete all the information requested. Failing to do so will only delay processing orders. Please allow 3 to 5 days for mailing. Orders received after the deadline will be charged the Standard Rate and you will be invoiced for the balance due. In the case of credit card orders, the adjustment will be made to your order. Payment for all orders must be received before services can be rendered. Please do not post date/pre date checks. Any and all checks returned by the bank are subject to a \$35.00 fee.

*****IMPORTANT NOTE: If you require ELECTRIC SERVICE during this event, you must contact the MARRIOTT at the following number 502/627-5045.

PLEASE NOTE: No credit will be given after the close of the event on items/services ordered but not received. If there is a problem, it is your responsibility to contact us, either at our service desk or by calling the office prior to the opening of the event so the problem can be addressed. All orders must be mailed, faxed or on-site.. No phone orders will be accepted.. Our fax line is open 24 hours. If forms are faxed, do not duplicate via mail. Please do not hesitate to call our office if you have any questions. We look forward to assisting you during this event.

RUSSELL ANDERSON
Vice President



EVENT DESIGN & INSTALLATION, INC.

2825 SIX MILE LANE ~ LOUISVILLE, KY 40220
 PH.(502)495-1105~FAX(502)491-3438
 EMAIL US AT~EDIOFKY@AOL.COM

Form A

FURNITURE RENTAL ORDER FORM

- Payment Policy** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.
- Cancellation Policy** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.
VALID Refunds will be issued after close of show.
- Late Request** Requests after deadline will be filled as available at the standard rates.
- Color/Size Selection** Choices not indicated will be selected by EDI, Inc. to coordinate with show colors and size of exhibit.

DEADLINE FOR RETURN OF FORM: Sept. 12, 2007.

Miscellaneous Accessories					Display Tables - 30" High x 2' Wide				
Qty	Description	Discount Rate	Standard Rate	Amount	Qty	Description	Discount Rate	Standard Rate	Amount
	Stack Chair, Black/Padded, No Arms	14.00	20.00			4' Long Table SKIRTED 3 SIDES	30.00	50.00	
	Stool 30" Ht. Black w/ Back	15.00	25.00			6' Long Table SKIRTED 3 SIDES	40.00	60.00	
	Wastebasket w/ Liner	4.00	5.00			8' Long Table SKIRTED 3 SIDES	50.00	70.00	
	Easel, Chrome/Tripod	6.00	10.00			4' Long Table NOT SKIRTED	10.00	15.00	
	Stanchion, Chrome	8.50	15.00			6' Long Table NOT SKIRTED	15.00	20.00	
	Stanchion Rope, Blue/Padded	8.00	10.00			8' Long Table NOT SKIRTED	15.00	20.00	
	White Plastic Chain (per Ft.)	.75	1.10			4th Side Skirted 6' or 8'	15.00	20.00	
					Circle Color Selection Black Blue Burgundy Gold Teal Expo Green Hunter Green Gray Red White				
Special Booth Draping					Display Tables - 40" High x 2' Wide				
	White Vinyl Table Cover	8.00	15.00			4' Long Table SKIRTED 3 SIDES	40.00	60.00	
Ft.	Special Skirting, 30" Ht./per Linear Ft.	2.50	5.50			6' Long Table SKIRTED 3 SIDES	50.00	70.00	
Ft.	Special Skirting, 40" Ht./per Linear Ft.	3.50	7.00			8' Long Table SKIRTED 3 SIDES	60.00	75.00	
Ft.	Siderail Drape, 36" Ht. Per Linear Ft.	3.50	9.00			4' Long Table NOT SKIRTED	12.00	18.00	
Ft.	Background Drape, 8' Ht./Per Lin. Ft.	8.00	12.00			6' Long Table NOT SKIRTED	15.00	20.00	
						8' Long Table NOT SKIRTED	18.00	25.00	
					Circle Color Selection Black Blue Burgundy Gold Teal Expo Green Hunter Green Gray Red White				
Wood Risers (No Draping)					Wood Risers With Draping				
	4' Long, 12" Wide x 12" High	8.00	10.00			4' Long, 12" Wide x 12" High	15.00	20.00	
	6' Long, 12" Wide x 12" High	10.00	12.00			6' Long, 12" Wide x 12" High	25.50	35.00	
	8' Long, 12" Wide x 12" High	15.00	18.00			8' Long, 12" Wide x 12" High	35.00	45.00	
					Circle Color Selection Black Blue Burgundy Gold Teal Expo Green Hunter Green Gray Red White				

No credit will be given after close of event on items or services ordered but not received. If you have a problem, please see the Service Desk Personnel at the event site prior to opening.
 Charges listed above include delivery to your booth, rental(not sale) during the event, and removal.

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

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

Subtotal \$

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

Name of Event KY Library Assoc. / KY School Media Assoc. Booth Number(s) _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____
Street City State Zip

Print/Type Name _____ Signature _____ Date _____

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



EVENT DESIGN & INSTALLATION, INC.

2825 SIX MILE LANE ~ LOUISVILLE, KY 40220
PH. (502)495-1105 ~ FAX (502)491-3438
EMAIL US AT ~ EDIOFKY@aol.com

PAYMENT INFORMATION FORM

DEADLINE FOR RETURN OF FORM: Sept. 12, 2007

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*****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER*****

Services and Equipment Ordered

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

- **A) Furniture Rental Order Form _____ \$ _____
- B) Carpet Rental Order Form _____ \$ _____
- C) Custom Furniture Order Form _____ \$ _____
- D) Panelboard Rental Order Form _____ \$ _____
- E) Hanging Sign Information _____ Non Taxable \$ _____
- F) Display Labor & In Booth Forklift Charges _____ Non Taxable \$ _____
- **G) Shipping / Freight Service Order Form _____ Non Taxable \$ _____

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

Subtotal: _____
6.00% State Sales Tax: _____
Non-Taxable Total: _____
TOTAL: _____

Payment By Check

**PLEASE
MAKE CHECK**

EDI, INC.

Please Complete The Following:

Check Number _____ Dated _____ In Amount of \$ _____

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

Payment By Credit Card

Please Complete The Following:

Cardmember Name: _____

Charge to: VISA MASTERCARD AMEX

Account Number:

Expiration Date: Signature: _____

PLEASE NOTE
ALL CREDIT CARD
CHARGES ARE
PROCESSED THROUGH
OUR COLUMBUS, OHIO
OFFICE

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

Date Received/Deposit _____ Invoice # _____ Check # _____ Amount _____

Name of Event KY Library Assoc. / KY School Media Assoc. Booth Number(s) _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____
Street City State Zip

Print/Type Name _____ Signature _____ Date _____

****THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED**
PLEASE KEEP A COPY FOR YOUR RECORDS**



EVENT DESIGN & INSTALLATION, INC.

2825 SIX MILE LANE ~ LOUISVILLE, KY 40220
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FORM G

SHIPPING INFORMATION AND DRAYAGE SERVICE ORDER FORM

IMPORTANT:

IT IS THE RESPONSIBILITY OF THE SHIPPER/EXHIBITOR TO PROPERLY LABEL ALL SHIPMENTS (AS SHOWN BELOW). EDI, INC. WILL NOT ACCEPT ANY SHIPMENTS WITHOUT ALL NECESSARY INFORMATION LISTED ON ALL LABELS.

EDI, Inc. must be advised (4) four weeks in advance of deliver date of any oversized freight (single pieces over 3500 lbs. or odd shaped pieces) which will require unloading/reloading.

DEADLINE FOR RETURN OF FORM : Sept. 12, 2007

EDI, Inc. HAS BEEN SELECTED AS THE OFFICIAL DRAYAGE CONTRACTOR FOR THIS EVENT

INSTRUCTIONS

1. Mail this form *with* advance payment to above EDI, Inc. Address by above deadline.
2. All shipments must be prepaid. Collect shipments will not be accepted.
3. All advance to warehouse shipments *must be targeted to arrive not later than:* Sept. 11-14, 2007
4. All inbound shipments direct to event site *must be targeted to arrive on or after:* N/A
5. All charges for freight services in accordance with rate schedule below are due in advance.

Advance Receiving Warehouse

Label each piece of your shipment(s) as follows:

TO: EDI, Inc.
 4770 CRITTENDEN DR. STE. D
 LOUISVILLE, KY 40209

FOR: KY Library Assoc./KY School Media Assoc.
 EXHIBITOR NAME:
 BOOTH #:

Direct to Event Site

Label each piece of your shipment(s) as follows:

TO: N/A

FOR: N/A

Rate Schedule

RATES APPLY to each 100 lbs. or fraction thereof and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the event. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astray, etc. Charges are based on a 100 lb. minimum per shipment.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING will be subject to a 50% surcharge in addition to the rates listed above. 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 flatbed truck, etc.). Material will be unloaded from vans, exhibitor's truck, or trucks of others, delivered to the exhibitors 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.

EXHIBITS TO BE STORED will be charged at a minimum monthly rate of \$12.00 cwt. per month or fraction thereof. No additional charge will be made for inbound shipments to advance warehouse when received 14 days prior to the show.

RATE SCHEDULE

1. Shipments received at advance warehouse, unloaded, stored up to 14 days, delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitors booth at the close of the event, moved to the unloading area and reloaded on truck. THIS SERVICE WILL BE PROVIDED FOR \$35.00 PER CWT. BOTH IN & OUT FREIGHT HANDLING.
2. Shipments as above but received at the exhibit facility. THIS SERVICE WILL BE PROVIDED FOR \$35.00 PER CWT, BOTH IN & OUT FREIGHT HANDLING.

Estimate Drayage Services Cost For Advance Payment

Enter total pounds below of all your shipments by rounding up each total shipment weight to the next nearest 100 pounds (i.e. One 253 lbs. Shipment of any number of pieces would be figured as 300 lbs., 518 lbs. of any number of pieces would be figured as 600 lbs., 795 lbs. as 800 lbs., etc). Any shipment with a total weight of LESS THAN 100 lbs. should be calculated at 100 lbs. minimum.

ADVANCE WAREHOUSE SHIPMENTS 100 LBS. MINIMUM

Total Combined Weight of ALL Shipments (*rounded up*) divided by 100 lbs. = _____ TTL cwts. X \$35.00 per cwt = Cost \$ _____

SPECIAL NOTICE TO EXHIBITORS: Your info states you must be out by 3:00p.m. Sept. 22. The hotel is not able to except freight. All freight must be shipped to EDI's warehouse. It will be placed in your booth. Arrange for shipments to arrive between Sept.14-19th. Note all freight must be removed from hotel by 9-30-07.

****Transfer non-taxable total to Line G on the Payment Information Page** TOTAL \$ _____**

Name of Event KY Library Assoc./Ky School Media Assoc. Booth Number(s) _____

Firm Name _____ Phone(_____) _____ Fax(_____) _____

Address _____

Print/Type Name _____ Signature _____ Date _____

****THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED****

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