LIBRARIES CULTIVATE

LIFELONG LEARNING

2018 KLA/KASL JOINT CONFERENCE • GALT HOUSE HOTEL • SEPTEMBER 19-22, 2018

Featuring

Trevor Claiborn & Ashley Smith, Co-Founders of Black Soil
Loida Garcia-Febo, ALA President
Tracy Maleeff, Cyber Analyst, GSK Security Operations Center
Sarah Hare, Scholarly Communication Librarian

Silas House, New York Times bestselling author
Bethany Barton, artist, author, illustrator
DEALINE FOR RETURN OF FORM: *Sept. 10, 2018*

**Payment Policy:**
Payment in full, including tax, must accompany order and be received by our office by deadline to qualify for discount rates. Please complete payment authorization form.

**Cancellation Policy:**
Cancellation after the 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 AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

---

**Furniture Rental Order Form**

<table>
<thead>
<tr>
<th>Qty</th>
<th>DESCRIPTION</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stack Chair, 30&quot; x 12&quot; High</td>
<td>$30.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stool 30&quot; Gray w/ back</td>
<td>$45.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wastebasket w/ Liner</td>
<td>$10.00</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Easel, Chrome/Tripod</td>
<td>$20.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stanchion, Chrome</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stanchion, Blue Padded</td>
<td>$20.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Plastic Chain (per Ft.)</td>
<td>$2.00</td>
<td>$3.00</td>
<td></td>
</tr>
</tbody>
</table>

**Special Booth Draping**

<table>
<thead>
<tr>
<th>Qty</th>
<th>DESCRIPTION</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ft</td>
<td>White Vinyl Table Cover</td>
<td>$6.00</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Ft</td>
<td>Special Skirting, 30&quot; x 12&quot; High</td>
<td>$3.00</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Ft</td>
<td>Special Skirting, 40&quot; x 12&quot; High</td>
<td>$5.00</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Ft</td>
<td>Siderail Drape, 36&quot; x 12&quot; High</td>
<td>$3.00</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Ft</td>
<td>Siderail Drape, 48&quot; x 12&quot; High</td>
<td>$5.00</td>
<td>$7.00</td>
<td></td>
</tr>
</tbody>
</table>

**Wood Risers (No Draping)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>DESCRIPTION</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4' Long, 12&quot; Wide x 12&quot; High</td>
<td>$15.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' Long, 12&quot; Wide x 12&quot; High</td>
<td>$20.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' Long, 12&quot; Wide x 12&quot; High</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

**Wood Risers With Draping**

<table>
<thead>
<tr>
<th>Qty</th>
<th>DESCRIPTION</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4' Long, 12&quot; Wide x 12&quot; High</td>
<td>$30.00</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' Long, 12&quot; Wide x 12&quot; High</td>
<td>$40.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' Long, 12&quot; Wide x 12&quot; High</td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
</tr>
</tbody>
</table>

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.**

---

Name of Event: _________ 2018 KLA ____________  
Booth #: ____________  
Firm Name: ______________

Phone: (___) _______ Fax: (___) _______  
Address: (street) (City) (State) (Zip)

Print/Type Name: ___________________  
Signature: ___________________  
Date: ____________

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

---

P.O. Box 21245 - Louisville, KY 40221  
Ph. (502) 969-8588 - Fax (502) 968-4788
DEALINE FOR RETURN OF FORM: *Sept. 10, 2018*

**Standard Exhibit Booth Carpet**
Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area exhibit carpet is desired, see selection below.

<table>
<thead>
<tr>
<th>CHECK ONE</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Ft. X 10 Ft.</td>
<td>$120.00</td>
<td>$155.00</td>
</tr>
<tr>
<td>9 Ft. X 20 Ft.</td>
<td>$230.00</td>
<td>$270.00</td>
</tr>
</tbody>
</table>

Please check color desired for standard carpet.
- Blue
- Grey
- Red
- Hunter Green
- Black
- Burgundy
- Teal

**Complete Exhibit Area Carpet**
Complete exhibit area carpet price includes laying, trimming, seaming, wastage, edge, taping rental and removal for carpet specifically cut to your exact measurements.

<table>
<thead>
<tr>
<th>Complete Area Size Ft. x Ft. = Sq. Ft.</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>completel area carpet</td>
<td>$1.95/Sq. Ft.</td>
<td>$2.35/Sq. Ft.</td>
</tr>
</tbody>
</table>

Please check color desired for standard carpet.
- Blue
- Grey
- Red
- Hunter Green
- Black
- Burgundy
- Teal

**Custom Decorators Plush Carpet**
Custom carpet is an upgrade 34oz. Carpet in 15 decorator colors. Minimum order is 300 Sq. Ft. Orders must be received in our office 4 weeks prior to show.

<table>
<thead>
<tr>
<th>Custom Carpet Size Ft. x Ft. = Sq. Ft.</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Carpet</td>
<td>$2.65/Sq. Ft.</td>
<td></td>
</tr>
</tbody>
</table>

Check color desired for custom carpet (Samples available upon request).
- Silver Grey
- French Beige
- Grey Pearl
- Berry
- Charcoal
- Burgundy
- Emerald
- White
- Blue Mist
- Black
- Colony Blue
- Red
- Plum
- Peacock
- Cream.

**Padding - Protective Plastic Covering - Tape**

| 6 lb. Padding Area Size Ft. x Ft. = Sq. Ft. @ $1.05/Sq. Ft. = $ |
| Plastic Area Size Ft. x Ft. = Sq. Ft. @ $0.20/Sq. Ft. = $ |

**Vacuuming / Shampoo**

- DAILY VACUUM Carpet is vacuumed ONCE before initial opening of exhibit and DAILY thereafter.
- Per Day - Carpet Size = Total Sq. Ft. x $0.20 per Sq. Ft. x # of Days = Total $
- Over 1000 Sq. Ft. - Carpet Size = Total Sq. Ft. x $0.15 per Sq. Ft. x # of Days = Total $
- ONE TIME VACUUM-Carpet is vacuumed ONCE before initial opening of exhibit: Total Sq. Ft. x $0.25 per Sq. Ft. = Total $

*There will be an additional charge for cleaning carpets that are subjected to excessive wear and such as wood shavings, food sampling, landscape, etc.*

Name of Event: 2018 KLA Booth # Firm Name: Phone: ( ) Fax: ( )

Subtotal $

**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!***
P.O. Box 21245 - Louisville, KY 40221
Ph. (502) 969-8588 - Fax (502) 968-4788

DEALINE FOR RETURN OF FORM:  *Sept 10, 2018*

**Payment Policy:**
Payment in full, including tax, must accompany order and be received by our office by deadline to qualify for discount rates. Please complete payment authorization form.

**Cancelation Policy:**
Cancelation after the deadline will be charged at 50% of prevailing rate. Cancelation 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 AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

---

**TO INSURE AVAILABILITY ALL ORDERS ON ITEMS LISTED BELOW MUST BE RECEIVED 10 DAYS PRIOR TO SHOW DATE. ANY ORDERS AFTER THIS DATE WILL CARRY A %25 INCREASE, PER ITEM.**

**PLEASE INDICATE TYPE AND STYLE OF PANEL REQUIRED:**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chrome Grid Wall</td>
<td>2' x 8'</td>
<td>$35.00</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

**TACKBOARD OR VELCRO PANELS**

<table>
<thead>
<tr>
<th>COLOR</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK</td>
<td>4' x 8' Tackboard Panel</td>
<td>$90.00</td>
<td>$117.00</td>
<td></td>
</tr>
<tr>
<td>WHITE</td>
<td>2' x 8' Tackboard Panel</td>
<td>$75.00</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td>BLUE</td>
<td>4' x 8' Velcro (loop fabric) Panel</td>
<td>$125.00</td>
<td>$156.50</td>
<td></td>
</tr>
<tr>
<td>RED</td>
<td>2' x 8' Velcro (loop fabric) Panel</td>
<td>$105.00</td>
<td>$130.50</td>
<td></td>
</tr>
</tbody>
</table>

**PERFORATED BOARD**

<table>
<thead>
<tr>
<th>COLOR</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK</td>
<td>4' x 8' Perforated Board Panel</td>
<td>$75.00</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td>WHITE</td>
<td>2' x 8' Perforate Board Panel</td>
<td>$60.00</td>
<td>$78.00</td>
<td></td>
</tr>
</tbody>
</table>

---

**CHROME GRID WALLS ACCORDION STYLE**
Using four 2' x 8' grid walls

**STYLE:**

- **H** Horizontal
- **C** Complete Coverage
- **V** Vertical

**TYPE:**

- Chrome Grid Wall
- Tackboard Panel
- Perforated board
- Velcro Panel

---

Not 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.

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

**Subtotal $**

****TRANSFER AMOUNT TO LINE D ON PAYMENT INFORMATION PAGE**

Name of Event: **2018 KLA**
Booth #: 
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!***
PLAN A - Supervision by A.G. Exhibitions, INC

To save time and alleviate exhibitor supervision, PLAN A (supervised by A.G. Exhibitions) is provided so that exhibits may be installed prior to the exhibitor’s arrival. All pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation/dismantles, and where possible, all work is performed on straight time. Charge for supervised service is 30% with a minimum of $25.00 of the total labor bill. Please provide and emergency contact telephone number ________

Please indicate if in booth forklift/Operator is needed for installation of exhibit (not unloading):

1. Number of forklifts needed: ________________
2. Date Needed: ______________________________
3. Est. Starting Time: ________ AM / PM
4. Est. Finishing Time: ________ AM / PM
5. Comments: ____________________________________________

PLAN B- Supervision by Exhibitor Personnel

Starting time can be guaranteed only in those instances where men are requested to start at the official setup time. While every attempt will be made to provide men at later times, their starting time must be approximate since men assigned to jobs at the start of the day can not gauge exact completion time of first job assignment. It is important that the exhibit representative check in at the service desk to pick up labor ordered. Exhibit representative must also check the labor back in at the service desk upon completion of work. All work will be done under supervision of the exhibit representative.

Please indicate if in booth forklift/Operator is needed for installation of exhibit (not unloading):

1. Number of forklifts needed: ________________
2. Date Needed: ______________________________
3. Est. Starting Time: ________ AM / PM
4. Est. Finishing Time: ________ AM / PM
5. Comments: ____________________________________________

Rates: Estimate Labor Services Cost for Advance Payment

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00AM and after 5:00 PM weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. Minimum charge one (1) hour per man. Rates are as follow:

INSTALLATION

<table>
<thead>
<tr>
<th>ORDER</th>
<th>NUMBER OF MEN REQUIRED</th>
<th>EST. HRS (1 HR. INCRIMENTS)</th>
<th>EACH MAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor For Installation</td>
<td>x Number of hours per man</td>
<td>x Number of Days</td>
<td>= Total Straight Time Hours x $35.00/Hr.</td>
</tr>
<tr>
<td>Labor For Dismantle</td>
<td>x Number of hours per man</td>
<td>x Number of Days</td>
<td>= Total Straight Time Hours x $69.00/Hr.</td>
</tr>
</tbody>
</table>

DISMANTLE

<table>
<thead>
<tr>
<th>ORDER</th>
<th>NUMBER OF MEN REQUIRED</th>
<th>EST. HRS (1 HR. INCRIMENTS)</th>
<th>EACH MAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number Of Men</td>
<td>x Number of hours per man</td>
<td>x Number of Days</td>
<td>= Total Straight Time Hours x $35.00/Hr.</td>
</tr>
<tr>
<td>Number Of Fork / Operators</td>
<td>x Number of hours per man</td>
<td>x Number of Days</td>
<td>= Total Straight Time Hours x $77.00/Hr.</td>
</tr>
<tr>
<td>Number Of Fork / Operators</td>
<td>x Number of hours per man</td>
<td>x Number of Days</td>
<td>= Total Straight Time Hours x $108.00/Hr.</td>
</tr>
</tbody>
</table>

Add 30% if supervised by A.G. Exhibitions, INC. ($25.00 min) = $ ______

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 A.G. Exhibitions Desk Personnel at the event site prior to opening.

Subtotal $__________

**TRANSFER AMOUNT TO LINE D ON PAYMENT INFORMATION PAGE**

Name of Event: ___________ 2018 KLA ______________

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!!!***
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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 AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

Booth Essentials

<table>
<thead>
<tr>
<th>Qty</th>
<th>DESCRIPTION</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Swivel Desk Chair</td>
<td>$60.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Black Leather Loveseat</td>
<td>$450.00</td>
<td>$590.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Black Leather Chair</td>
<td>$280.00</td>
<td>$360.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Leather Sofa</td>
<td>$475.00</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>**Pedestal Table - 36&quot; Dia. 30&quot; ht.</td>
<td>$80.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>**Pedestal Table - 36&quot; Dia. 40&quot; ht.</td>
<td>$80.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black-top Bistro 36&quot;W x 42&quot;H</td>
<td>$185.00</td>
<td>$240.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Table Lamp</td>
<td>$75.00</td>
<td>$95.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cherry Cocktail Table</td>
<td>$125.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cherry End Table</td>
<td>$100.00</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Bag Stand</td>
<td>$30.00</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>** 60&quot; Round Table</td>
<td>$90.00</td>
<td>$115.00</td>
<td></td>
</tr>
</tbody>
</table>

* - Call (502-375-5811) for more color options
** - Add $30.00 for table cloth

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: 2018 KLA

Booth #__________ 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!***
**DEALINE FOR RETURN OF FORM:** *Sept 10, 2018*

**P.O. Box 21245 - Louisville, KY 40221**

**Ph. (502) 969-8588 - Fax (502) 968-4788**

**A.G. Exhibitions HAS BEEN SELECTED AS THE OFFICIAL DRAYAGE CONTRACTOR FOR THIS EVENT**

**INSTRUCTIONS**

1. Mail this form with advance payment to above A.G. Exhibitions, 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 BETWEEN: *Sept 10-18*
4. All inbound shipments direct to event site must be targeted to arrive on or after: *Call for details*
5. All charges for freight services in accordance with rate schedule below are due in advance.

### Advance Receiving

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

**TO:**

A.G. Exhibitions, INC.  
642 Barret Ave.  
Louisville, KY 40204

**FOR:**

EXHIBIT BOOTH #

### Direct to Event Site

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

**TO:**

Galt House c/o A.G. Exhibitions  
4th street Dock  
140 N. Fourth St.  
Louisville, KY 40202

**FOR:**

EXHIBIT BOOTH #

### Rate Schedule

RATES APPLY to each 100lbs. or fraction thereof and are based on the actual or estimated INBOUND weight. No allowance will be made for attachments 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 100 lb. minimum per shipment.

SHIPLMENTS 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.

**RATES 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 exhibitor's booth at the close of the event, moved to the unloading area and reloaded on truck. THIS SERVICE WILL BE PROVIDED FOR $50.00 PER CWT. BOTH IN & OUT FREIGHT HANDLING.
2. Shipments as above but received at the exhibit facility. THIS SERVICE WILL BE PROVIDED FOR $50.00 PER CWT, BOTH IN & OUT FREIGHT HANDLING.

**ADVANCE WAREHOUSE SHIPMENTS 100 LBS. MINIMUM**

Total Combined Weight of ALL Shipments (rounded up) divided by 100 lbs. = _____ TTL cwts. X $50.00 per cwt. = Cost $_____  

Enter total pounds below of all your shipments by rounding up each total shipment weight to the 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 of less than 100 lbs. should be calculated at 100 lbs. minimum.

**Advance Receiving Services Cost For Advance Payment**

**Transfer total to Line G on the Payment Information Page**

Name of Event: ___________ 2018 KLA ___________  
Booth #: ___________  
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***
**INBOUND SHIPMENT FORM**

P.O. Box 21245 - Louisville, KY 40221  
Ph. (502) 969-8588 - Fax (502) 968-4788

**DEALINE FOR RETURN OF FORM:**  *Sept 10, 2018*

**INBOUND SHIPMENT - FOR EVENT**

A.G. Exhibitions must be advised (2) weeks in advance of delivery date of any oversized freight (single pieces over 3,500 lbs or odd shaped pieces) which will require unloading / reloading.

<table>
<thead>
<tr>
<th>Shipper</th>
<th>Date Shipped</th>
<th>Carrier</th>
<th>Pro #</th>
<th>Total Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (City / State)</td>
<td></td>
<td>From (City / State)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # of pieces</td>
<td></td>
<td>Total # of pieces</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHECK ONE:  [ ] to advance Receiving Warehouse  [ ] direct to Show Site

**OUTBOUND**

<table>
<thead>
<tr>
<th>Shipper</th>
<th>Date Shipped</th>
<th>Carrier</th>
<th>Pro #</th>
<th>Total Weight</th>
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<td></td>
</tr>
</tbody>
</table>

CHECK ONE:  [ ] to advance Receiving Warehouse  [ ] direct to Show Site

**EXPLANATION OF DRAYAGE**

When you pay A.G. Exhibitions for drayage, you are paying A.G. Exhibitions to handle your freight from your shipping company to your booth, and back to your shipping company after the show. You are allowed to use any shipping company of your choice. But you must make all the shipping arrangements and notify A.G. Exhibitions which company will drop off your freight, and which company will handle your freight after the show. Any freight left on the show floor after move out time becomes A.G. Exhibitions responsibility. This freight will be shipped through, at their rates and billed to you, **ABF** unless prior arrangements have been made with A.G. Exhibitions.

**Payment Policy:**

Payment in full, including tax, must accompany order and be received by our office by deadline to qualify for discount rates. Please complete payment authorization form.

**Cancellation Policy:**

Cancellation after the 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 AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

---

Name of Event: 2018 KLA  
Booth #  
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***

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P.O. Box 21245 - Louisville, KY 40221
Ph. (502) 969-8588 - Fax (502) 968-4788

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

A) Furniture Rental Order Form ____________________________ $__________
B) Carpet Rental Order Form ____________________________ $__________
C) Chrome Grid Wall and Panel Board Order Form ____________________________ $__________
D) Hanging Sign Information ____________________________ Non Taxable $ N/A
E) Display Labor In Booth Forklift Service Order Form ____________________________ Non Taxable $__________
F) Special Furniture ____________________________ $__________
G) Freight ____________________________ 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:__________

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.

Payment Information Form

Payment By Check

PLEASE MAKE CHECK TO:
A.G. Exhibitions

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 for all checks returned by bank.

Payment By Credit Card

NOTE: PLEASE INCLUDE THE ID NUMBER AS SHOWN ON THE BACK OF CARD

Card Member Name: ________________________________________________________________

Card Type:   ☐ VISA ☐ MASTERCARD ☐ AMEX

Account Number: ____________________________ Expiration Date: ____________________________

Signature: ____________________________ Date: ____________________________

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

Name of Event: _______ 2018 KLA _________ Booth # _________ Firm Name: ____________________________

Phone: (_____)___________________ Fax: (_____)___________________

Print/Type Name: ____________________________ Signature: ____________________________ Date: ____________________________

Address: (Street, City, State, Zip): ______________________________________________________

Date Received: _________ Invoice #: _________ Check #: _________ Amount: _________

***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!***