

**PLEASE DIRECT THIS EXHIBITOR
SERVICE KIT TO THE PERSON IN
CHARGE OF YOUR EXHIBIT.**

**THE EQYPTIAN EVENT
JUNE 2-6, 2015
KY. HORSE PARK**

Dear Exhibitor:

As the Official Service Contractor for THE EQYPTIAN EVENT we are enclosing information and order forms to assist you in exhibiting in the upcoming show, JUNE 2-6, 2015, in Lexington, Ky.

Please take a moment to complete the attached forms, listing the equipment or services you need and returning your orders to LEXPO Exposition Services prior to **MAY 26, 2015**. Advance orders assist in the efficient handling of your requirements and avoid unnecessary expense to you. A Service Desk will be staffed in the exhibit area during set-up where additional orders for furniture, etc. may be made.

BOOTH EQUIPMENT - The following equipment will be provided for each 10' x 10' booth space:

- 8' high background drapery with 3' high side partitions in black with a touch of gold.
- (1) 7"x 44" booth ID sign

Equipment and services, such as furniture etc. are available by using the attached forms.

TERMS - We call your attention to our payment policy. Payment must accompany all orders. Orders received without payment will not be processed. Advance orders may be charged against a charge card. Orders placed at the Service Desk during move-in and set-up on show site must be paid at the time of order in form of cash, check, Visa, Mastercard, or American Express. Payment for freight handling (drayage) must be made prior to close of show.

REFUND/CANCELLATION POLICY - Due to the nature of services and equipment provided, no refunds will be approved unless written notification is received thirty days prior to event.

We are looking forward to working with you and wish to assist you in making this one of your most successful shows. If you require additional information, please call our Exhibitor Service Representative, at 859/233-4567, Brooklyne Adkins(3780), Angelina Hensley (3784) or Melissa Conley (3781).



430 W. VINE STREET LEXINGTON, KY. 40507
 PH: (859) 233-4567 X 3781 FAX: (859) 254-8151

MAIL TO:
LEXPO
EXPOSITION SERVICES,
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567 X 3780

FURNITURE RENTAL ORDER FORM

35TH ANNUAL EGYPTIAN EVENT
JUNE 2-6, 2015
KENTUCKY HORSE PARK

DISPLAY TABLES (Wooden Tops):		TABLES W/ SKIRTING*		TABLES ONLY		
STANDARD HEIGHT	QTY	ADVANCE	FLOOR	ADVANCE	FLOOR	AMOUNT
4' X 2' X 24" High	_____	\$49.50	\$60.50	\$22.00	\$27.00	\$ _____
6' X 2' X 24" High	_____	55.50	68.50	26.50	31.00	_____
8' x 2 1/2' x 30" High	_____	65.50	81.00	30.00	36.00	_____
COUNTER HEIGHT						
4' X 2' X 42" High	_____	60.50	70.50	26.50	31.00	_____
6' X 2' X 42" High	_____	68.50	78.50	31.50	34.50	_____
8' x 2 1/2' x 42" High	_____	83.00	92.00	35.00	43.50	_____

*Skirting is around 3 sides and includes white vinyl table cover.

Skirting around 4th side _____ 27.00 32.50

SKIRTING COLORS: Please CIRCLE the color of skirting preferred:

blue, white, red, black, gold, teal green, kelly green, hunter green, plum, maroon, silver and navy.

BOOTH EQUIPMENT:	QTY	ADVANCE	FLOOR	
Padded Fiberglass Chair	_____	\$21.50	\$26.00.....	\$ _____
Padded 30" High Stool	_____	35.50	41.00.....	_____
Gray Walnut Arm Chair	_____	35.50	41.00.....	_____
Rectangular Coffee Table	_____	35.50	41.00.....	_____
Round Coffee Table	_____	35.50	41.00.....	_____
Samsonite Folding Chair	_____	8.00	10.50.....	_____
30" Round Cocktail table-13"	_____	35.50	41.00.....	_____
30" Round Cocktail table-30"	_____	35.50	41.00.....	_____
30" Round Cocktail table-42"	_____	35.50	41.00.....	_____
Wastebasket	_____	11.50	14.00.....	_____
Floor Easel, Tripod	_____	15.50	20.00.....	_____
Chrome Stanchion	_____	15.50	20.00.....	_____
Rope (7')	_____	8.00/Ft.	9.00/Ft.....	_____
4' x 8' Poster Boards/ Pegboards	_____	60.00	70.50.....	_____
Shopping Bag Holder	_____	60.00	70.50.....	_____
Literature Rack	_____	60.00	70.50.....	_____

SPECIAL BOOTH DRAPERY:	QTY	ADVANCE	FLOOR	
8' High Drape	_____ Lin Ft.	\$9.50 Lin Ft.	\$11.00 Lin Ft.....	\$ _____
3' High Drape	_____ Lin Ft.	8.00 Lin Ft.	10.00 Lin Ft.....	\$ _____
Please <u>CIRCLE</u> Color Choice of 3' and 8' High Drape Blue, Gold, White, Red, Teal green, Black, Silver gray, Maroon, Plum, Hunter green				
12' High Drape	_____ Lin Ft.	10.50 Lin Ft.	13.50 Lin Ft.....	\$ _____
Please <u>CIRCLE</u> Color Choice of 12' High Drape Blue, Silver Gray, Black, Red, Gold, White, Plum, Hunter green, and Maroon				

NOTICE
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES
WILL APPLY TO ALL ORDERS NOT RECEIVED BY MAY 26, 2015.
ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME
OF ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION
SERVICES.

ALL Prices Includes Sales Tax

TOTAL \$ _____

FIRM NAME _____ PHONE () _____ FAX # () _____ BOOTH# _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ Date _____
 Signature Please print #1 A-2000



430 W. VINE STREET, LEXINGTON, KY. 40507
 (859) 233-4567 X 3781 FAX: (859) 254-8151

MAIL TO:

LEXPO

EXPOSITION SERVICES,
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780

CARPET RENTAL ORDER FORM

35TH ANNUAL EGYPTIAN EVENT
 JUNE 2-6, 2015
 KENTUCKY HORSE PARK

STANDARD EXHIBIT BOOTH CARPET

CHECK ONE	ADVANCE	FLOOR
<input type="checkbox"/> 9 Ft. x 10 Ft.	\$83.00	\$103.00
<input type="checkbox"/> 9 Ft. x 20 Ft.	\$151.00	\$185.00
<input type="checkbox"/> 9 Ft. x 30 Ft.	\$217.00	\$268.00
<input type="checkbox"/> 9 Ft. x 40 Ft.	\$283.00	\$353.00

COMPLETE EXHIBIT AREA CARPET

PLEASE COMPLETE	ADVANCE	FLOOR
_____ Ft. (LENGTH)	\$2.60	\$2.90
X _____ Ft. (Width)		
= _____ X _____ = _____ (TOTAL SQ. FT.) (ABOVE RATE) (RENTAL COST)		

CHECK COLOR DESIRED FOR CARPET:

___ BLUE ___ SILVER/GREY ___ RED ___ BLACK ___ MAROON ___ GREEN ___ BLACK TUXEDO

PADDING-PROTECTIVE PLASTIC COVERING-TAPE

Padding Area Size _____ FT x _____ FT = _____ SQ FT at .70/sq. ft. = \$ _____
 (Length) (Width) (Total Square Feet) (Rental Cost)

Plastic Covering Area _____ FT x _____ FT = _____ SQ FT at .31/sq. ft. = \$ _____
 (Length) (Width) (Total Square Feet) (Rental Cost)

Carpet Tape Roll _____ Quantity at \$22.00 each. = \$ _____

NOTICE
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ALL PRICES INCLUDE KY SALES TAX

TOTAL ORDER \$

BUSINESS NAME _____ PHONE () _____ FAX () _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ DATE _____

Signature

Please Print

#2 B-2000



SPECIAL BOOTH CLEANING SERVICE ORDER FORM

**MAIL TO: LEXPO
 EXPOSITION SERVICES,
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780**

**35TH ANNUAL EGYPTIAN EVENT
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 KENTUCKY HORSE PARK**

Maintenance of individual booth areas is the exhibitor's responsibility. Individual cleaning for your booth may be ordered by checking the services desired that are listed below; the charges are based upon the gross exhibit booth area. Maintenance personnel are not permitted to enter your booth area without the authorization to clean your booth area.

CARPET CLEANING

AMOUNT

Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly.
 _____ (Quantity) 9' x 10' Booths at .36cents per square ft. per day \$ _____

Vacuuming once before initial opening of Exhibit
 _____ (Quantity) 9' x 10' Booths at .40cents per square ft. per day \$ _____

Note: Waste baskets must be placed outside your booth area for emptying.

Detail special instructions _____

TOTAL ORDER \$ _____

NOTICE
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 MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES

Firm Name _____ Phone () _____ Fax # _____

Address _____ City and State _____ Zip _____

By _____ Name _____ Date _____
 Signature Please Print BC #2 B-2000



430 WEST VINE STREET PH: (859) 233-4567
 LEXINGTON, KY 40507 FAX: (859) 254-8151

**CUSTOM FURNITURE RENTAL
 ORDER FORM**

MAIL TO:
 LEXPO
 EXPOSITION SERVICES,
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780

35TH ANNUAL EGYPTIAN EVENT
 JUNE 2-6, 2015
 KENTUCKY HORSE PARK

CUSTOM FURNITURE:

- Upholstered Chair /arms
- Upholstered Armless Chair
- Upholstered Sofa
- Side Chair for Sofa
- Coffee Table
- Round Dining Table with 4 Chairs
- 42" Round Dining Table ONLY
- Literature Racks-(5 Pockets)

QTY. **ADVANCED RATE** **FLOOR RATE**

_____	PLEASE CALL FOR QUOTE!!!	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

ALL PRICES INCLUDE KY SALES TAX

NOTICE
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 WILL APPLY TO ALL ORDERS NOT RECEIVED BY MAY 26, 2015.
 ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME
 OF ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION
 SERVICES.

TOTAL ORDER \$ _____

FIRM NAME _____ PHONE _____ BOOTH# _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ Date _____
 Signature Please print



430 W. VINE STREET, LEXINGTON, KY. 40507
 (859) 233-4567 X 3780 (859) 254-8151

EXHIBIT LABOR ORDER FORM

**MAIL TO: LEXPO
 EXPOSITION SERVICES
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780**

**35TH ANNUAL EGYPTIAN EVENT
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Skilled exhibit labor can be employed to assemble and dismantle exhibits and displays, open cases or crates, install drapery and floor covering, or use tools.

Full-time permanent employees of the exhibiting company are permitted to set-up, install and dismantle their own products, display and equipment within the confines of their contracted exhibit area. Because of workman's compensation, liability coverage's and other insurance requirements, spouse, children, friends, temporary or contract labor are not permitted. Any conflicts or disagreements shall be resolved with representatives of the Official Service Contractor and Show Management.

Exhibitors requiring the assistance of forklift, cranes and/or other power/motorized equipment must order same and related operations from the Official Service Contractor-LEXPO Exposition Services. Exhibitors are not permitted to "borrow" tools from LEXPO Exposition Services.

The LEXPO Exposition Services shall be the SOLE authority on all matters in the DOCK area. This shall include but not be confined to such items as assignment of dock space and loading and unloading of all materials and equipment.

In most instances workmen for the start of the day will be provided at 8:00 A.M. Workmen requested at times other than 8:00 A.M. or the official set-up time will be approximate appointments since these people are assigned to jobs at the start of the day and gauging the exact time of completion of job assignments can only be approximate. Exhibitors must sign exhibit labor out from the service desk and time will continue until the Exhibitor returns the workmen to the service desk to sign them off the job. Failure to call for labor at requested time will obligate Exhibitor to a one hour charge per man requested unless 24 hours advance notice is provided. The workday is from 8:00 A.M. to 4:30 P.M. Monday-Friday excluding holidays; all other hours are at an overtime rate.

To minimize your labor cost, please supervise your exhibit labor workmen; LEXPO Exposition Services will supervise work on your exhibit for an additional 30% charge. Special instructions, floor plans, etc...must be included. Please do not tip the workmen nor discuss any potential problem with them. Report any problems immediately to the service desk or exhibit management. Labor is on an hourly increment basis per person.

Monday to Friday	8a to 4:30p	\$45.00 per hour
Monday to Friday	4:31p to 12mid.	\$85.00 per hour
Saturday & Sunday	All	\$85.00 per hour

Indicate One Only

ERECT EXHIBIT WITHOUT EXHIBITOR'S SUPERVISION. _____ (No.) Men _____ (No.) Hours
 NOTE: Proper instructions should be given, and although the utmost care will be exercised, LEXPO Exposition Services will not be responsible for any resulting damage, loss, excessive time or improper installation.

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION.
 Have _____ (No.) men available as close as possible _____ (A.M. - P.M.) on _____ (Day) _____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.
 We anticipate these men will be needed for _____ (No.) hours.

Indicate One Only

DISMANTLE EXHIBIT AT CLOSE OF EXPOSITION WITHOUT EXHIBITOR'S SUPERVISION.
 _____ (No.) Men _____ (No.) Hours
 Note: Exhibits will be dismantled when crates are returned. Although the utmost care will be exercised, LEXPO Exposition Services is not responsible for resulting damage or loss from improper packing, theft or any other cause.

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION
 Have _____ (No.) men available for _____ hours to dismantle exhibit under exhibitor's supervision () as close as possible to _____ (AM-PM) or () when crates arrive on _____ (Day) _____ (Date). Exhibitor must check in at service desk to obtain labor.

PAYMENT OF INVOICES FOR LABOR AND FREIGHT HANDLING MUST BE ARRANGED FOR PRIOR TO CLOSE OF SHOW.

IN: _____ men x _____ hours x \$ _____ = \$ _____
 OUT: _____ men x _____ hours x \$ _____ = \$ _____
TOTAL ENCLOSED \$ _____

FIRM NAME	PHONE ()	BOOTH #
ADDRESS	CITY AND STATE	ZIP
BY Signature	NAME Please Print	DATE



430 W. VINE STREET LEXINGTON, KY. 40507
 PH: 859-233-4567 X 3781 FAX: 859-254-8151

SHIPPING INSTRUCTION AND FREIGHT SERVICE ORDER FORM

**35TH ANNUAL EGYPTIAN EVENT
 JUNE 2-6, 2015
 KENTUCKY HORSE PARK**

**MAIL TO:
 LEXPO EXPOSITION SERVICES
 430 WEST VINE STREET
 LEXINGTON, KY 40507
 859-233-4567 X 3780**

FREIGHT HANDLING (Advance Receiving at Warehouse):

LEXPO EXPOSITION SERVICES will furnish the following services:
 CRATED. \$32.00 CWT

1. Receive and store shipments up to four weeks prior to show opening.
2. Deliver all exhibit material to aisle adjacent to proper exhibit space on installation day. After placement of materials, LEXPO Exposition Services will not be responsible for condition, count or content before it is picked up for reloading.
3. Furnish storage labels and remove empty containers and hold for duration of show.
4. Return empty containers to booth at conclusion of show.
5. Provide shipping labels and bills of lading for your outbound shipments.
6. Remove exhibit material from booth area and arrange for loading on carrier.

NOTE: Bills of lading are to be completed by your show personnel and return to the service desk.

1. All shipments must be prepaid. Collect shipments will not be accepted.
2. Shipments will only be accepted between 8:00 a.m.- 4:30 p.m. Monday-Friday
3. Please forward this form and any other documentation regarding shipment to the letterhead address above. This will enable us to trace shipment if necessary.
4. All material should be shipped to arrive not later than one week prior to initial installation date:

NO LIABILITY WILL BE ASSUMED AS A RESULT OF ROUTING OR HANDLING FOR SHIPMENTS LEFT FOR WHICH NO DISPOSITION IS PROVIDED. LEXPO EXPOSITION SERVICES SHALL BE THE SOLE AUTHORITY ON ALL MATTERS IN THE DOCK AREA. THIS SHALL INCLUDE BUT NOT BE CONFINED TO SUCH ITEMS AS ASSIGNMENT OF DOCK SPACE AND LOADING AND UNLOADING OF ALL MATERIALS AND EQUIPMENT.

PAYMENT OF INVOICES FOR LABOR AND FREIGHT HANDLING MUST BE ARRANGED FOR PRIOR TO CLOSE OF SHOW.

RATES FOR SERVICES:

- A. There will be a minimum charge of \$38.50 per delivery on shipments totaling less than 100 lbs.
- B. Storage Fee for those exhibitors bringing in their own displays vs. advance receiving at warehouse and desiring on-site storage of empty cases, containers, and cartons, there will be a \$37.00 charge per piece.
- C. Banding is available for .85cents per foot plus minimum charge of \$43.50 per hour.
- D. Maximum 8,000 lbs. per piece shipped in advance.

All weights rounded up to the NEXT ONE HUNDRED

Crated: _____ lbs. ÷ 100 x \$32.00 = \$ _____

Minimum (100 lbs.):
 _____ shipments x \$38.50 = \$ _____

Banding:
 _____ feet x .85cents + \$43.50/hr. = \$ _____

TOTAL ENCLOSED \$

SHIPPING RECEIVING & PICK UP ADDRESS:

**LEXPO EXPOSITION SERVICES
 "SHOW NAME, BUSINESS NAME AND BOOTH #"
 430 WEST VINE STREET
 MANCHESTER STREET, DOCK DOOR #8
 LEXINGTON, KY 40507**

TRACING INFORMATION

Shipped Via: _____

Approx. Weight _____ No. of Pieces: _____

Date Shipped: _____

Firm Name _____ Phone () _____ FAX # () _____ Booth # _____

Address _____ City and State _____ Zip _____

By _____ Name _____ Date _____

Signature

Please Print

#1 A-2000

