

MARKEY'S

EXPOSITION SERVICES

2365 Enterprise Park Place | Indianapolis, Indiana 46218-4290
 317.780.3999 | Fax 317.917.4769
 ExpoOrders@markeys-expo.com

INDIANA HISTORICAL SOCIETY Exhibitor

Payment Authorization Form

This form must be completed and received with your order and payment by Deadline Date.

Discount Deadline Date: July 6, 2012

1 Exhibiting Company Information:

Booth Number _____
 Company Name _____
 Street Address _____
 City, State & Zip _____
 Phone () _____
 Fax () _____
 E-Mail _____
 Print Name _____
 Signature _____

Third Party Billing:

(Please note that the Exhibiting company is ultimately responsible for all charges.)
 Company Name _____
 Street Address _____
 City, State & Zip _____
 Phone () _____
 Fax () _____
 E-Mail _____
 Print Name _____
 Signature _____

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and the payment for all services, we will agree to this third party payment if they supply the appropriate credit card information below. Advance payment in full must accompany order including estimated labor and drayage charges. Additionally, both exhibiting company and third party representative must sign acceptance of the following statement: In the event the named third party fails to pay; all charges will be paid by the exhibiting company on demand.

2 Order Summary:

Rentals:	Furniture & Accessories	Sub-Total	_____
	Carpet	Sub-Total	_____
	Display	Sub-Total	_____
	Custom Furniture	Sub-Total	_____
	Pegboard/Tack board/Grid Wall	Sub-Total	_____
	Floral	Sub-Total	_____
	Audiovisual Equipment	Sub-Total	_____
	Custom Graphics	Sub-Total	_____
		Total of Taxable Rentals	_____
		Add IN Sales Tax at 7%	_____
Services*:	Cleaning Service	Total	_____
*non-taxable	Install & Dismantle Labor (pay estimated cost) - 2 pages	Total	_____
	In-Booth Forklift w/ Operator (pay estimated cost)	Total	_____
	Material Handling & Shipping Labels (pay estimated cost) - 3 pages	Total	_____
		Order Grand Total	_____

3 Payment, Authorization & Terms:

Advance charges may be paid by company check, but credit card information is required for hassle free ordering of additional services on-site. All outstanding balances will be charged to your credit card. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received. Any issues you may have with any equipment or services ordered, need to be addressed on-site at the Markey's Exposition Services exhibitor services center prior to show closing. No checks drawn on a foreign bank will be accepted, nor checks marked "Payable in U.S. Funds." Please issue on a U.S. Bank or a U.S. Money Order or American Express International Money Order. We will also accept American Express, MasterCard, Visa, and Discover charges. Please write the appropriate charge account number and sign below. By providing your credit card number, you are authorizing Markey's to charge your card for all outstanding balances. A \$20 surcharge will be added to your account for any attempted credit card processing that are declined.

Payment Terms: We require 100% payment with order for service, tax and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to Markey's Exposition Services, LLC in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. ALL orders received after deadline (indicated on each form) will be charged at standard rates. A \$40 surcharge will be added to your account if any credit charges for services are denied by the merchant or if any checks are returned.

Collection Terms: Due upon receipt. Unpaid balance at the close of the show will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees, including attorneys fees, connected with the collection of your accounts. By signing this form you are accepting the terms, conditions, and limits of liability as stated on various forms and agreements pertaining to services rendered by Markey's Exposition Services, LLC.

Card Type : Visa MasterCard American Express Discover

Card # _____ Exp. Date _____ 3 or 4 Digit Security Code _____

Cardholder Name _____ Signature _____

Cardholder Billing Address _____

City _____ State _____ Zip _____



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INDIANA HISTORICAL SOCIETY Furniture & Accessories Order Form

Discount Deadline Date July 6, 2012

*Cancellation after the deadline date will be at 50% of prevailing rate.
Requests after deadline date will be filled as available.*

2' wide x 30" high Display Table					
Item #	Item Description	Qty	Discount	Standard	Total
223	4' x 30" Skirted Table		\$81.00	\$97.50	
233	6' x 30" Skirted Table		\$101.00	\$121.50	
253	8' x 30" Skirted Table		\$121.00	\$145.50	
522	4th Side Skirting of 30" Table		\$43.00	\$51.50	
222	4' x 30" Non-Skirted Table		\$32.00	\$38.50	
232	6' x 30" Non-Skirted Table		\$42.00	\$50.50	
252	8' x 30" Non-Skirted Table		\$52.00	\$62.50	
Indicate Skirt Color: (orders not indicated will be selected by Markey's Exposition Services) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					

Round Pedestal Table					
Item #	Item Description	Qty	Discount	Standard	Total
206	24" dia. X 30" high		\$71.00	\$85.50	
208	24" dia. X 40" high		\$80.00	\$96.00	
215	30" dia. X 30" high		\$80.00	\$96.00	
216	30" dia. X 40" high		\$87.75	\$105.50	
224	36" dia. X 30" high		\$87.75	\$105.50	
225	36" dia. X 40" high		\$96.50	\$116.00	

Chairs					
Item #	Item Description	Qty	Discount	Standard	Total
105	Padded Arm Chair		\$45.00	\$54.00	
103	Padded Side Chair - Armless		\$42.00	\$50.50	
121	Swivel Desk Chair		\$63.00	\$75.50	
131	Padded Stool		\$45.00	\$54.00	

Table Top Risers					
Item #	Item Description	Qty	Discount	Standard	Total
262	4' Single Step, 12" high		\$17.75	\$21.50	
263	6' Single Step, 12" high		\$27.50	\$33.00	
264	8' Single Step, 12" high		\$39.00	\$47.00	

2' wide x 40" high Display Counter					
Item #	Item Description	Qty	Discount	Standard	Total
229	4' x 40" Skirted Counter		\$97.00	\$116.50	
239	6' x 40" Skirted Counter		\$117.00	\$140.50	
259	8' x 40" Skirted Counter		\$137.00	\$164.50	
530	4th Side Skirting of 40" Counter		\$54.00	\$65.00	
228	4' x 40" Non-Skirted Counter		\$41.00	\$49.50	
238	6' x 40" Non-Skirted Counter		\$51.00	\$61.50	
258	8' x 40" Non-Skirted Counter		\$61.00	\$73.50	
Indicate Skirt Color: (orders not indicated will be selected by Markey's Exposition Services) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					

Accessories					
Item #	Item Description	Qty	Discount	Standard	Total
401	Wastebasket w/ Liner		\$13.25	\$16.00	
409	Bag Stand		\$73.25	\$88.00	
407	Easel, Tripod		\$22.50	\$27.00	
413	Clothes Tree		\$34.00	\$41.00	
415	Garment Rack		\$56.00	\$67.50	
435	Chrome Stanchion		\$22.25	\$27.00	
437	Stanchion Chain		\$2.45	\$3.00	
439	Retractable Stanchion		\$75.00	\$90.00	

Special Draping / Skirting					
Item #	Item Description	Qty	Discount	Standard	Total
541	3' high Side rail Drapery		\$9.05	\$11.00	
543	8' high Back wall Drapery		\$13.30	\$16.00	
507	30" high Special Skirting		\$6.75	\$8.50	
509	40" high Special Skirting		\$9.05	\$11.00	
Indicate Color: (orders not indicated will be selected by Markey's Exposition Services) <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					

Sub-Total This Form: \$ _____

Please copy this sub-total to the
Payment Authorization Form

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rate.

Yes, I have reviewed the Payment Policy and enclosed the Payment Authorization Form.
All orders are subject to the terms and conditions as outlined on the Payment Authorization Form.

Company Name _____
Address _____
City/State/Zip _____
Email _____
Signature _____

Booth # _____
Phone _____
Fax _____
Print Name _____
Date _____

Miscellaneous Drayage Services / Cost and General Information

Special Services and Rates - (2201) Steel banding or (1039) Shrink wrap for the packaging of displays and equipment is available at the Markey's Exposition Services service desk for \$.75 per lin. ft. plus (1037) labor at prevailing rates. (702) Forklifts and drivers are available for particular spotting of equipment with-in your exhibit space after delivery to your exhibit space at prevailing rates for equipment and labor. Please order this service in advance, see "Install & Dismantle Labor and In-Booth Forklift w/ Operator Order Forms." (9997) Mobile equipment will be moved into and out of the exhibit facility for \$100 per round trip. This service **MUST** be scheduled in advance. - Please Call.

Collect Shipments may be refused or accepted at the option of Markey's Exposition Services. In cases where Markey's Exposition Services elect to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be made to Markey's Exposition Services. A 25% special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$100 MINIMUM fee will apply to this service.

Hauling To Or From Local Facilities - (706) Local delivery/pick-up will be charged at prevailing rates; In addition to appropriate cwt. charges for drayage services rendered.

Inbound and Outbound Traffic Schedules are the responsibility of Markey's Exposition Services / The Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a coordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements, all shipments be channeled through the Official Drayage Contractor.

Outbound Shipping Instructions should be given to Markey's Exposition Services at the service desk during the exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to Markey's Exposition Services. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them.

Damage to Exhibits while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum of \$50 per item, and a maximum of \$1,000 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

Exhibits Loss or Disappearance - Markey's Exposition Services and its subcontractors are not, and cannot be, responsible for loss or disappearance of the material of the exhibitor after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by Markey's Exposition Services or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time, the shipment(s) will be left unattended in the booth. Markey's Exposition Services and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, Markey's Exposition Services Company and its subcontractors cannot be responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills of lading covering outgoing shipments that are given to Markey's Exposition Services by the exhibitor will be checked at the time of pick-up front he booth, and corrections will e made as such time of discrepancies exist. Relative to outgoing shipments, it is possible that there will be a laps of time between the completion of the packing and the pick up of material from the booths for loading onto a carrier, and during such time, the shipment(s) will be left unattended in the booth. Markey's Exposition Services and its subcontractors shall not be responsible for any loss or damage that may occur during such period. Markey's Exposition Services and its subcontractors will adjust the quantities of times on any bill of lading submitted to Markey's Exposition Services or its subcontractors to confirm to the actual count of such items in the booth at the time of pick-up and shipment.

Disputes - In the event of any dispute between an Exhibitor and Markey's Exposition Services relative to any loss of or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to Markey's Exposition Services for any services provided by Markey's Exposition Services as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay Markey's Exposition Services within thirty days from the close of the exhibition to which Exhibitor's shipment(s) relate(s) for all service, and such Exhibitor shall pursue any claim against Markey's Exposition Services independently as a completely separate transaction to be resolved on its own merits. No claims for loss or damage will be considered until payment in full for all services performed by Markey's Exposition Services has been received.

Insurance - Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, theft and all hazards from the time shipment is made prior to the show until shipments are returned after the show.



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INDIANA HISTORICAL SOCIETY

**Material Handling
 Order Form**

Discount Deadline Date July 6, 2012

Rates below include receipt of your freight; delivery to the booth; storage; return of the empty crates; and at the end of the show movement of your freight from the booth to the dock and reloading on trucks. Cost for freight per cwt. (100 lbs. or fraction) with a 200 lb. minimum per shipment applies.

Advance Warehouse			
Ship To	Class	Description	Price Per CWT / 200# Min
Markey's Exposition Services for INDIANA HISTORICAL SOCIETY 2365 Enterprise Park Place Indianapolis, IN 46218 Attn: Jim Adams Delivery's accepted between 9 am - 4 pm ONLY	A	Crated or skidded shipments via Common Carriers with certified weight tickets.	\$65.00 / \$130.00
	B	Shipments via Van Lines or Specialized Carriers	\$81.25 / \$162.50
	C	Shipments requiring Special Handling, i.e., loose, uncrated or late to the warehouse.	\$97.50 / \$195.00
	D	Small package carriers such as Fed Ex, UPS, and US Mail. Not Exceeding 50lbs	\$35 first pkg, \$20 each additional pkg
Target Arrival Date: July 13, 2012			

Direct to Show Site			
Ship To	Class	Description	Price Per CWT / 200# Min
Target Arrival Date:	E	Crated or skidded shipments via Common Carriers with certified weight tickets.	\$60.00 / \$120.00
	F	Shipments via Van Lines or Specialized Carriers	\$75.00 / \$150.00
	G	Shipments requiring Special Handling, i.e., loose, uncrated or late to the warehouse.	\$90.00 / \$180.00
	H	Small package carriers such as Fed Ex, UPS, and US Mail. Not Exceeding 50lbs	\$30 first pkg, \$15 each additional pkg

Material Handling Costs Calculation				
Shipments	Class	Number of Pieces	Estimated CWT's	Total Cost
#1				
#2				
#3				

When shipping to the Advanced Warehouse please remember that shipments will only be accepted 9 am - 4 pm Monday - Friday

Sub-Total This Form: \$ _____
 Please copy this sub-total to the Payment Authorization Form

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rate.

Yes, I have reviewed the Payment Policy and enclosed the Payment Authorization Form.
 All orders are subject to the terms and conditions as outlined on the Payment Authorization Form.

Company Name	_____	Booth #	_____
Address	_____	Phone	_____
City/State/Zip	_____	Fax	_____
Email	_____	Print Name	_____
Signature	_____	Date	_____

RUSH

Convention Exhibit Material

From:

Advanced Warehouse Only

Must Receive By:

To:

c/o Markey's Exposition Services
2365 Enterprise Park Place
Indianapolis, IN 46218

Attn:

(name of show)

INDIANA HISTORICAL SOCIETY

Booth #

#

of

Total Pieces

RUSH

Convention Exhibit Material

From:

Advanced Warehouse Only

Must Receive By:

To:

c/o Markey's Exposition Services
2365 Enterprise Park Place
Indianapolis, IN 46218

Attn:

(name of show)

INDIANA HISTORICAL SOCIETY

Booth #

#

of

Total Pieces



Indianapolis Marriott East Exhibitor Request Form for Special Services

Electrical Hook Ups

		<u>Quantity</u>	<u>Total Price</u>
120 Volt Duplex Outlet (less than 300 Watts or 2 ½ Amps)	\$30.00 per day	_____	_____
120 Volt (2 ½-20 Amp)	\$40.00 per day	_____	_____
120 Volt (2 1-30 Amp)	\$45.00 per day	_____	_____
208/220 Volt (0-20 Amp)	\$50.00 per day	_____	_____
208/220 Volt (21-30 Amp)	\$60.00 per day	_____	_____
208/220 Volt (31-50 Amp)	\$90.00 per day	_____	_____

Phone Line

Dial 9 Line \$40.00 per line/per day _____

Internet Connection

Wired High Speed Internet Service (Single User) \$100.00 per line/per day _____

Wired High Speed Internet (Multi Users) \$500.00 up to ten users/per day – does not include additional equipment _____

Wireless – Please contact your Event Manager

Additional Services Available

Banner hanging fee \$40.00 _____

Audio Visual Call hotel for current pricing _____

Special Notes:

- Hook up to natural gas or other fuels will not be allowed in the hotel.
- Water and sewer hook up is not available.
- Prices are subject to change.

Name of Conference or Association _____

Date of Event _____ Booth Number _____

Company Name _____

Your Name _____ Title _____

Address _____ City _____ State _____

Zip Code _____ Phone _____ Fax _____

Method of Payment: Check, Money Order, Visa, MasterCard, Visa, Discover, or American Express
 Credit Card Number _____ Expiration Date _____

Signature of Cardholder _____

Please return completed form and payment to: Indianapolis Marriott East, Event Management Department, 7202 East 21st Street, Indianapolis, IN 46219; Phone 317-352-1231, Fax 317-352-9775