



3752 Crittenden Drive
 Louisville, KY 40209
 Phone: 502.367.0254
 Fax: 502.368.0284
 email: louisville@fernexpo.com

2016 VEX Robotics World Championship Competitor Pit

April 20 - 23, 2016

Kentucky Exposition Center, Louisville, Kentucky
 04-12090-16

Discount Deadline:
April 05, 2016

Booth Equipment

Each booth will include:

- One (1) 6' x 30"h skirted table
- Two (2) chairs
- One (1) wastebasket
- One (1) ID sign
- One (1) 500 watt outlet

Booth Drape

8' background drape
 3' side drape

Event Management Contact:

Robotics Education & Competition Foundation
www.roboticseducation.org
www.robotevents.com
 Office: 903.401.8088

Team Move-in

Wednesday, April 20, 2016 1:00 PM - 8:00 PM

Show Dates & Times

Thursday, April 21, 2016 7:30 AM - 7:00 PM

Friday, April 22, 2016 7:30 AM - 7:00 PM

Saturday, April 23, 2016 7:30 AM - 6:30 PM

Team Move-out

Saturday, April 23, 2016 6:00 PM

Advance Warehouse Shipments

Must Arrive By:
 Friday, April 15, 2016

Show Site Shipments

Cannot Arrive Before:
 Tuesday, April 19, 2016

About this Exhibitor Kit

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the Fern forms, you may find forms enclosed for services performed by the facility or other suppliers. Please give special attention to see that forms and payments are directed to the address indicated on each order form. Some services may not be provided by Fern.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed in this Exhibitor Service Manual (ESM), please contact our Exhibitor Services Department.

We look forward to serving you.

Ways to order:

ONLINE*

Login & Place Orders:
oe.fernexpo.com

FAX*

Send completed forms to:
 Fax: 502.368.0284

MAIL

Send completed forms to:
 Fern
 3752 Crittenden Drive
 Louisville, KY 40209

*Credit Card Transactions Only

show information

081915-133316



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Deadline to Return this Form:
April 05, 2016

MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

ADVANCE WAREHOUSE SHIPMENTS

Category	Description	Flat Rate	Minimum Charge
A	Crated or skidded shipment via common carrier	\$ 75.00	\$ 75.00

*All Shipments must be 4'x4'x8' or smaller and weigh less than 500lbs.

*All Shipments that do not meet above criteria are subject to regular material handling rate. Please contact 502.367.0254 for rates.

DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Flat Rate	Minimum Charge
D	Crated or skidded shipment via common carrier	\$ 75.00	\$ 75.00

*All Shipments must be 4'x4'x8' or smaller and weigh less than 500lbs.

*All Shipments that do not meet above criteria are subject to regular material handling rate. Please contact 502.367.0254 for rates.

PLEASE COMPLETE THE ESTIMATED MATERIAL HANDLING CALCULATION PAGE AND
 SUBMIT WITH PAYMENT BY DEADLINE DATE.

Yes, I have completed and included the Payment Authorization Form.
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving.
No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Services Manual.

Exhibiting Organization/School: _____ VEX IQ _____ VRC _____ VEX U _____ Team # _____

material handling



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Deadline to Return this Form:
April 05, 2016

MATERIAL HANDLING GUIDELINES

1. The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent **DIRECTLY** to the CONVENTION FACILITY to arrive **AFTER 8:00AM** on the first day of exhibitor installation.
2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.
3. Complete terms and conditions are outlined in the Terms & Conditions.

SHIPPING ADDRESSES

ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

(Team Name/Team Number)

c/o Fern Exposition

3752 Crittenden Drive

Louisville, KY 40209

2016 VEX Robotics World Championship Competitor Pit (Booth #)

Shipments must arrive by:

Friday, April 15, 2016

DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

(Team Name/Team Number)

c/o Fern Exposition

Kentucky Exposition Center

937 Phillips Lane

Louisville, KY 40209

2016 VEX Robotics World Championship Competitor Pit (Booth #)

Shipments cannot arrive before:

Tuesday, April 19, 2016

ESTIMATED FREIGHT PAYMENT CALCULATION

	Category	# of pieces	Weight	Rate	Estimated Total
Shipment 1	_____	_____	_____	X _____ = \$ _____	
Shipment 2	_____	_____	_____	X _____ = \$ _____	
Shipment 3	_____	_____	_____	X _____ = \$ _____	
Shipment 4	_____	_____	_____	X _____ = \$ _____	
Shipment 5	_____	_____	_____	X _____ = \$ _____	

Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total \$ _____

Grand Total \$ _____

All shipments are subject to the terms and conditions as outlined on the Terms & Conditions Form in the Exhibitor Service Manual.

Exhibiting Organization/School: _____ VEX IQ _____ VRC _____ VEX U _____ Team # _____

material handling payment calculation

08:19:15-134044



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Discount Deadline:
April 5, 2016

SHOW SERVICES & EQUIPMENT ORDERED

Material Handling‡* \$ _____

CREDIT CARD INFORMATION

Card Type: VISA MC AMEX DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____ Zip Code: _____

Cardholder's Signature: X

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the **Payment Terms & Conditions Form (TC-03)** in this Exhibitor Kit.

CHECK INFORMATION:

Checks must be in U.S. funds drawn on a U.S. bank.

Check #: _____

Date: _____

Amount: \$ _____

BANK WIRE INFORMATION

Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607 USA, Routing #071001737, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT code - MBFIUS44. Reference your Company Name/Show Name/and Booth Number. Add \$50.00 for processing wire transfer.

** Credit Card payment only is accepted for Fern Transportation services.

Sub Total: \$ _____

Sub Total Taxable \$ _____

Sub Total Non Taxable \$ _____

Sales Tax 6.000% \$ _____

Grand Total: \$ _____

* Non taxable

‡ Pay Estimated Cost

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

EXHIBITOR INFORMATION

Team Name: _____ Team #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

payment authorization

081915-133316

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____

Team Name

c/o Fern

3752 Crittenden Drive

Louisville, KY 40209

2016 VEX Robotics World
Championship Competitor Pit

Team Number: _____

Must Arrive By:
Friday, April 15, 2016

fern

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____

Team Name

c/o Fern

3752 Crittenden Drive

Louisville, KY 40209

2016 VEX Robotics World
Championship Competitor Pit

Team Number: _____

Must Arrive By:
Friday, April 15, 2016

fern

EXHIBIT MATERIAL

RUSH
EVENT SITE

To: _____

Team Name

c/o Fern
Kentucky Exposition Center
937 Phillips Lane
Louisville, KY 40209

2016 VEX Robotics World
Championship Competitor Pit

Team Number: _____

Cannot Arrive Before:
Tuesday, April 19, 2016

fern

EXHIBIT MATERIAL

RUSH
EVENT SITE

To: _____

Team Name

c/o Fern
Kentucky Exposition Center
937 Phillips Lane Louisville,
KY 40209

2016 VEX Robotics World
Championship Competitor Pit

Team Number: _____

Cannot Arrive Before:
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fern



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STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00am - 4:00pm. Freight handled on OVERTIME, before 8:00am and after 4:00pm on weekdays and on Saturday, Sunday or a Holiday, an additional 25% per cwt will be charged.

RATES APPLY to each pound subject to the published minimum weight and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to a surcharge as indicated on the freight rate schedule. 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 flat bed truck, etc.). Material will be unloaded from vans, exhibitor's truck or trucks of others at the convention facility, delivered to the exhibitor's 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. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Fern Exposition & Event Services will provide steel banding services at \$1.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$45.00 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$100.00 per round trip.

COLLECT SHIPMENTS may be refused or accepted at the option of Fern Exposition & Event Services. In cases where Fern Exposition & Event Services elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to Fern Exposition & Event Services within 24 hours. A twenty-five percent (25%) special service will be added to the freight bill for handling any consignments under these conditions. A \$10.00 MINIMUM fee will apply to this service

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate weight charges for services rendered in accordance with the freight rate schedule will be applied.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Fern Exposition and Event Services. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through Fern Exposition & Event Services, who is prepared to handle local pick-ups and deliveries on a coordinated schedule. In order to minimize congestion and comply with union requirements, all shipments should be channeled through Fern Exposition & Event Services.

EXHIBITS TO BE STORED will be charged at a rate of \$2/lb per month, with a minimum monthly rate of \$20.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 14 days prior to the show.

EXHIBIT LOSS OR DISAPPEARANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

DISPUTES - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual

INSURANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

material handling terms & conditions

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