



11001 Decimal Drive, Louisville, Kentucky 40299-2419
Telephone: 502.266.5101 Fax: 502.266.5102

CAFO Summit 2019

May 9 - 10, 2019

Show Management:

Christian Alliance for Orphans
6723 Whittier Avenue
McLean, VA 22101
209.493.8171

Provided Booth Equipment:

8' D X 10' W Draped Booth
11" X 17" Booth ID Sign
1 - 6' Skirted Table
2 - Folding Chairs
1 - Wastebasket

(These items are provided in each booth at no charge. If additional items are necessary, they will need to be ordered using the attached order forms.)

Show Drapery Color: Black

Discount Order Deadline:

Tuesday, April 23, 2019

Show Location:

Southeast Christian Church
Louisville, KY

Move-in Dates & Hours:

Tuesday, May 7, 2019

2:00 PM - 6:00 PM

Wednesday, May 8, 2019

9:00 AM - 12:30 PM

Show Dates & Hours:

Wednesday, May 7, 2019

9:00 AM - 9:45 PM

Meet & Greet Lunch (RSVP to Kate)

12:00 PM - 12:45 PM

Exhibit Fair Open & Attendee Check-In

1:00 PM - 3:00 PM

General Session (Fair Closed)

3:00 PM - 4:00 PM

Workshop & Dinner Break (Fair Open)

4:00 PM - 7:30 PM

General Session (Fair Closed)

7:30 PM - 9:00 PM

Exhibit Fair Open (Optional)

9:00 PM - 9:45 PM

Thursday, May 9, 2019

8:00 AM - 9:30 PM

Exhibit Fair Open

8:00 AM - 7:00 PM

General Session (Fair Closed)

8:45 AM - 9:45 AM

Early Exhibitor Lunch (Included)

11:15 AM - 11:45 AM

Energy Break in Exhibit Fair

3:15 PM - 3:45 PM

Dinner Break (Fair Open)

4:45 PM - 7:00 PM

General Session (Fair Closed)

7:00 PM - 8:45 PM

Exhibit Fair Open (Optional)

8:45 PM - 9:30 PM

Friday, May 10, 2019

7:30 AM - 3:00 PM

Exhibit Fair Open

7:30 AM - 11:00 AM

General Session (Fair Closed)

11:00 AM - 12:30 PM

Exhibit Fair Open (Optional)

12:30 PM - 1:15 PM

Move-out Dates & Hours:

Friday, May 10, 2019

1:15 PM - 3:00 PM

WAYS TO ORDER:

Mail Forms To:

Genesis Exposition Services
11001 Decimal Drive
Louisville, Kentucky 40299

Fax Forms To:

(502) 266-5102

Email Forms To:

orders@gen-expo.com

Call:

(502) 266-5101

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419
Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

CAFO #2236-2019

Payment Authorization Form

THIS FORM MUST BE COMPLETED & RECEIVED WITH
YOUR ORDER AND PAYMENT BY DEADLINE DATE

Discount Deadline Date: Tuesday, April 23, 2019

1 Exhibiting Company Information:

Booth Number _____ Booth Size _____
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 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: All unpaid balances will be collected from third party representative in advance with order or at show site before services can be rendered. We understand and agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event the named third party fails to pay; all charges will be paid by the exhibiting company on demand.

2 Order Summary:

Table with 2 columns: Item Description, Amount. Includes RENTALS: Furniture & Accessories Rental Order Form, Carpet Rental Order Form, Custom Graphics Order Form. Subtotals and Taxable Total \$ with Add KY State Sales Tax at 6% \$.

Table with 2 columns: Item Description, Amount. Includes SERVICES: Cleaning Service Order Form, Install / Dismantle Display Labor Order Form, Material Handling Order Form.

Order Grand Total \$

3 Payment Policy, Authorization & Terms:

PAYMENT POLICY: 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 Genesis Exposition Services exhibitor services center prior to show closing. No checks drawn on a foreign bank will be accepted, nor will 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 Visa, Mastercard and American Express charges for orders under \$10,000.00. For orders over \$10,000.00, we request that payment be made via company check or bank transfer. If you must pay for an order over \$10,000.00 via credit card, a 3% (Visa or Mastercard) to 3.5% (American Express) convenience fee will be applied to your order for processing. Please indicate the appropriate charge account number and sign below. By providing your credit card #, you are authorizing Genesis to charge your card for all outstanding balances. A \$20.00 declined charge fee will be added to your account for any attempted credit card processings that are declined. If any checks are returned for insufficient funds, a \$40.00 returned check fee will be added to your account. 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 Genesis 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 \$40.00 surcharge will be added to your account if any credit charges for services rendered are disputed by the cardholder and/or denied by the merchant. 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 attorney's 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 Genesis Exposition Services, LLC.

Payment authorization form fields: Visa Mastercard American Express Check # _____ Amount \$ _____ Date: _____
Card # _____ Expiration Date _____ Security Code _____ (3 digits on reverse side of card, 4 digits on front of AMEX only.)
Print Cardmember Name _____ Card Holder Signature _____
Print Cardmember Billing Address _____

Please note: Incorrect or incomplete cardmember address information could result in the credit card being declined. All declined credit cards will result in a \$20.00 surcharge being added to your invoice.



CHAIRS



105 - Walnut Arm Chair



103- Padded Side Chair



101 - Plastic Side Chair



131- Stool, Padded

TABLES



239 - 6' x 40" ht. Skirted Table
Your choice of skirt color from available colors below



253 - 8' x 30" ht. Skirted Table
Your choice of skirt color from available colors below



216 - Pedestal Table,
30" Diameter x 40" High



210 - Pedestal Table,
36" Diameter x 30" High

TABLE SKIRT COLORS



Lt. Beige (03)



Black (04)



Royal Blue (06)



Navy Blue (07)



Burgundy (11)



Yellow Gold (08)



Expo Green (10)



Plum (19)



Seafoam (18)



Red (14)



Silver (15)



White (16)

Colors may vary due to printing limitations and dye lot differences.
Some items may differ in style than those pictured.
See order form for additional offerings not pictured.



ACCESSORIES



435 - Chrome Stanchion
(chain not included)



437 - Stanchion Chain
White Plastic, Per In/ft



407 - Easel, Tripod
(Sign not included)



401 - Wastebasket w/liner



439 - Retractable Stanchion



413 - Coat Rack



408 - Waterfall Stand



409 - Bag Stand



425 - Sign Frame,
Chrome, 22"x28"



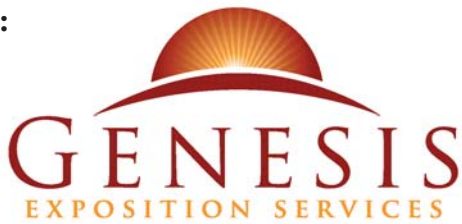
Ticket Tumbler,
2615 - Small, Table Top
2617 - Medium, Table Top
(Call for availability & pricing)



603 - Bulletin Board, 4'x8'
Horizontal or Vertical

Colors may vary due to printing limitations and dye lot differences.
Some items may differ in style than those pictured.
See order form for additional offerings not pictured.

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

CAFO #2236-2019

**Furniture & Accessories
 Rental Order Form**

Discount Deadline Date: Tuesday, April 23, 2019

Cancellation: Cancellation after the deadline will be at 50% of prevailing rate.
Late Request: Requests after deadline will be filled as available.

2' wide x 30" high Display Tables

Item #	Item Description	Qty	Discount	Standard	Total
223	4' x 30" ht. Skirted table (4 sides)		\$ 89.50	\$121.00	
233	6' x 30" ht. Skirted table		\$114.00	\$154.00	
253	8' x 30" ht. Skirted table		\$138.00	\$186.25	
522	4th Side Skirting for 6' & 8' table		\$ 47.50	\$ 64.00	
222	4' x 30" ht. Non-skirted table		\$ 34.50	\$ 46.50	
232	6' x 30" ht. Non-skirted table		\$ 45.25	\$ 61.25	
252	8' x 30" ht. Non-skirted table		\$ 50.00	\$ 67.50	

Circle Lt. Beige (03) Black (04) Royal Blue (06) Navy (07) Burgundy (11) Yellow Gold (08)
 Color: Expo Green (10) Plum (19) Seafoam (18) Red (14) Silver (15) White (16)
 Choices not indicated will be selected by Genesis Exposition Services.

Additional Tables

Item #	Item Description	Qty	Discount	Standard	Total
206	Pedestal Table - 24" dia. - 30" ht.		\$ 82.50	\$111.25	
208	Pedestal Table - 24" dia. - 40" ht.		\$ 93.00	\$125.50	
215	Pedestal Table - 30" dia. - 30" ht.		\$ 93.00	\$125.50	
216	Pedestal Table - 30" dia. - 40" ht.		\$102.00	\$137.75	
210	Pedestal Table - 36" dia. - 30" ht.		\$102.00	\$137.75	
225	Pedestal Table - 36" dia. - 40" ht.		\$114.25	\$154.25	

Chairs

Item #	Item Description	Qty	Discount	Standard	Total
105	Walnut Arm Chair - Padded		\$ 63.00	\$ 85.25	
103	Padded Side Chair - Armless		\$ 51.50	\$ 69.50	
101	Plastic Side Chair - Armless		\$ 48.00	\$ 65.00	
131	Padded Stool with Back		\$ 65.00	\$ 87.75	

Table Top Risers

Item #	Item Description	Qty	Discount	Standard	Total
270	4' Single Step Riser, 12" ht.		\$ 20.25	\$ 27.50	
272	6' Single Step Riser, 12" ht.		\$ 31.75	\$ 42.75	
274	8' Single Step Riser, 12" ht.		\$ 45.25	\$ 61.25	

Tackboard

Item #	Item Description	Qty	Discount	Standard	Total
603	4' x 8' Bulletin Board - Gray		\$ 90.00	\$ 121.50	

Circle Orientation: **Horizontal** **Vertical**

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 will be charged at the standard rates.

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

Booth Number: _____

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

2' wide x 40" high Display Counters

Item #	Item Description	Qty	Discount	Standard	Total
229	4' x 40" ht. Skirted counter (4 sides)		\$114.00	\$154.00	
239	6' x 40" ht. Skirted counter		\$135.00	\$182.25	
259	8' x 40" ht. Skirted counter		\$161.75	\$218.25	
530	4th Side Skrtg. for 6' & 8' Counter		\$ 62.50	\$ 84.50	
228	4' x 40" ht. Non-skirted counter		\$ 45.00	\$ 60.75	
238	6' x 40" ht. Non-skirted counter		\$ 57.75	\$ 77.75	
258	8' x 40" ht. Non-skirted counter		\$ 62.50	\$ 84.50	

Circle Lt. Beige (03) Black (04) Royal Blue (06) Navy (07) Burgundy (11) Yellow Gold (08)
 Color: Expo Green (10) Plum (19) Seafoam (18) Red (14) Silver (15) White (16)
 Choices not indicated will be selected by Genesis Exposition Services.

Accessories

Item #	Item Description	Qty	Discount	Standard	Total
401	Wastebasket w/liner		\$ 15.75	\$ 21.25	
407	Easel, tripod		\$ 26.25	\$ 35.50	
413	Coat Rack		\$ 39.25	\$ 52.75	
435	Chrome Stanchion		\$ 26.00	\$ 35.00	
437	Stanchion Chain per ln./ft.		\$ 2.84	\$ 3.84	
439	Retractable Stanchion		\$ 77.25	\$104.25	
409	Bag Stand		\$ 85.00	\$114.75	
408	Waterfall Stand		\$ 95.00	\$128.25	
425	Sign Frame, Chrome 22" x 28"		\$100.75	\$136.00	

Special Drapery / Skirting

Item #	Item Description	Qty	Discount	Standard	Total
541	3' ht. siderail drapery per ln./ft.		\$ 10.50	\$ 14.25	
543	8' ht. backwall drapery per ln./ft.		\$ 15.50	\$ 20.75	
545	12' ht. backwall drapery per ln./ft.		\$ 20.50	\$ 27.75	
507	30" ht. Skirt <small>(Does not include labor to install)</small>		\$ 57.75	\$ 77.75	
509	40" ht. Skirt <small>(Does not include labor to install)</small>		\$ 73.25	\$ 98.75	

Circle Lt. Beige (03) Black (04) Royal Blue (06) Navy (07) Burgundy (11) Yellow Gold (08)
 Color: Expo Green (10) Plum (19) Seafoam (18) Red (14) Silver (15) White (16)
 Choices not indicated will be selected by Genesis Exposition Services.

Subtotal This Form: \$ _____

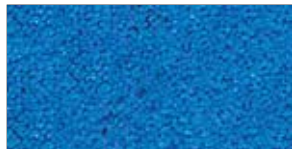
Copy this subtotal to the **Payment Authorization Form**
 where **6% SALES TAX** will be calculated.



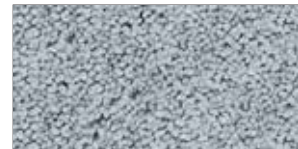
PREMIUM



Onyx Black (47)



Electric Blue (45)



Flannel (78)



Graphite (74)



Hunter Green (42)



Deep Navy (72)



Crimson (46)



Sand (49)



Silver Cloud (70)

STANDARD



Black (04)



Royal Blue (06)



Blue Jay (92)



Burgundy (11)



Cayenne (93)



Gray (09)



Pepper (91)



Red (14)

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

CAFO #2236-2019

Carpet Rental Order Form

Discount Deadline Date: Tuesday, April 23, 2019

Cancellation: Cancellation after the deadline will be at 50% of prevailing rate.
Late Request: Requests after deadline will be filled as available.

Premium Carpet & Padding Packages

Premium carpet is a 34-ounce carpet that is more luxurious than standard exposition grade carpet. Cut carpet is designed for installation in standard exhibit booths, not for bulk area booths. If complete area carpet is desired, please use the Area Carpet section below to place your order. **Multiples of premium carpet packages will not be provided.**

Item #	Item Description	Select	Discount	Standard	Total
335	10' x 10' Premium Carpet & Pad	<input type="checkbox"/>	\$ 285.75	\$ 385.75	
336	10' x 20' Premium Carpet & Pad	<input type="checkbox"/>	\$ 571.50	\$ 771.50	
337	10' x 30' Premium Carpet & Pad	<input type="checkbox"/>	\$ 857.25	\$1,157.25	
338	10' x 40' Premium Carpet & Pad	<input type="checkbox"/>	\$1,142.75	\$1,542.75	

Circle
 Color: Onyx/Black (47) Electric Blue (45) Flannel (78) Graphite (74) Hunter Green (42) Deep Navy (72) Crimson (46) Sand (49) Silver Cloud (70)

Standard Carpet & Padding Packages

Cut carpet is designed for installation in standard exhibit booths, not for bulk area booths. If complete area carpet is desired, please use the Area Carpet section below to place your order. **Multiples of standard carpet packages will not be provided.**

Item #	Item Description	Select	Discount	Standard	Total
309	10' x 10' Standard Carpet & Pad	<input type="checkbox"/>	\$ 216.50	\$ 292.25	
310	10' x 20' Standard Carpet & Pad	<input type="checkbox"/>	\$ 433.00	\$ 584.75	
311	10' x 30' Standard Carpet & Pad	<input type="checkbox"/>	\$ 649.75	\$ 877.00	
312	10' x 40' Standard Carpet & Pad	<input type="checkbox"/>	\$ 866.25	\$1,169.50	

Circle
 Color: Black (04) Royal Blue (06) Blue Jay (92) Burgundy (11) Cayenne (93) Gray (09) Pepper (91) Red (14)

Standard Carpet Only

Item #	Item Description	Select	Discount	Standard	Total
331	10' x 10' Premium Carpet only	<input type="checkbox"/>	\$ 212.25	\$ 286.50	
332	10' x 20' Premium Carpet only	<input type="checkbox"/>	\$ 424.25	\$ 573.00	
333	10' x 30' Premium Carpet only	<input type="checkbox"/>	\$ 636.50	\$ 859.25	
334	10' x 40' Premium Carpet only	<input type="checkbox"/>	\$ 848.75	\$1,145.75	

Area Carpet, Padding & Visqueen

Area carpet is custom cut and designed for bulk area spaces. Simply order the total square footage of carpet using the square footage calculation section and select your color. If you desire additional items, such as borders or inlaid designs, please contact Genesis Exposition Services directly for a detailed quote. The custom cut carpet price includes trimming, seaming, all necessary taping, drayage, installation and removal.

Item #	Item Description	Square Footage Calculation	Multiply	Discount	Standard	Total
328	Premium Area Carpet	_____ ft. wide x _____ ft. long = _____ sq/ft. total	multiply by rate	\$ 3.60	\$ 4.86	
314	Standard Area Carpet	_____ ft. wide x _____ ft. long = _____ sq/ft. total	multiply by rate	\$ 3.20	\$ 4.32	
350	Padded Area	_____ ft. wide x _____ ft. long = _____ sq/ft. total	multiply by rate	\$ 0.85	\$ 1.15	
360	Plastic Covering Area	_____ ft. wide x _____ ft. long = _____ sq/ft. total	multiply by rate	\$ 0.20	\$ 0.27	

Circle
 Color: Premium: Onyx/Black Electric Blue Flannel Graphite Hunter Green Deep Navy Crimson Sand Silver Cloud
 Standard: Black Royal Blue Blue Jay Burgundy Cayenne Gray Pepper Red

*All Genesis carpet orders include installation prior to your scheduled move-in, removal after the close of the show and material handling.

Subtotal This Form: \$ _____

Copy this subtotal to the **Payment Authorization Form** where **6% SALES TAX** will be calculated.

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 will be charged at the standard rates.

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

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

CAFO #2236-2019 Custom Graphics Order Form

Discount Deadline Date: Tuesday, April 23, 2019

Cancellation: Cancellation *after* the deadline will be at 100% of prevailing rate.
Late Request: Requests after deadline will be filled as available.

Please use this form for ordering graphics and signage. Please select from Vinyl Graphics or Digital Graphics. Vinyl graphics are good for simple signs in one, two, or three solid colors. Digital graphics are for more elaborate artwork with color gradients, process color logos, etc. Prices indicated below are based on preparation of sign from customer copy or, if digital, computerized artwork supplied. Additional charges may apply for artwork design and layout.

Vinyl Graphics	Digital Graphics
----------------	------------------

Vinyl Graphics prices are based upon 10 words per card and one color copy on white background. Costs for additional colors and copy are listed and will be assessed. Please contact us for quotes for non-standard sized signs. Minimum order - \$35.00.

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
_____	(801)	7" x 11" Card.....	\$ 36.00.....	\$ 54.00	\$ _____
_____	(803)	11" x 14" Card.....	\$ 41.25.....	\$ 61.75	\$ _____
_____	(805)	14" x 22" Card.....	\$ 46.25.....	\$ 69.50	\$ _____
_____	(807)	7" x 44" Card.....	\$ 46.25.....	\$ 69.50	\$ _____
_____	(811)	14" x 44" Card.....	\$ 67.00.....	\$ 100.50	\$ _____
_____	(813)	22" x 28" Card.....	\$ 72.00.....	\$ 108.25	\$ _____
_____	(815)	28" x 44" Card.....	\$ 92.75.....	\$ 139.00	\$ _____
_____	(819)	24" x 96" Foamcore.....	\$ 206.00.....	\$ 309.00	\$ _____
_____	(821)	48" x 96" Foamcore.....	\$ 257.50.....	\$ 386.25	\$ _____
_____	(899)	Other _____ x _____	Call for Quote		\$ _____
_____	(827)	Easel back for card signs .	\$ 10.25.....	\$ 15.50	\$ _____
_____	(829)	Words in excess of 10.....	\$ 1.55 ea. .	\$ 2.35 ea.	\$ _____
_____	(831)	Colored card	\$ 7.75.....	\$ 11.50	\$ _____
_____	(833)	Additional color lettering	\$ 7.75.....	\$ 11.50	\$ _____

Digital Graphics prices include printing, mounting, and laminating (from your artwork) on showcard or foamcore. Signs other than sizes listed below will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order - \$ 45.00.

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
_____	(861)	7" x 11" Card.....	\$ 46.25.....	\$ 69.50	\$ _____
_____	(863)	11" x 14" Card.....	\$ 51.50.....	\$ 77.25	\$ _____
_____	(865)	14" x 22" Card.....	\$ 61.75.....	\$ 92.75	\$ _____
_____	(867)	7" x 44" Card.....	\$ 61.75.....	\$ 92.75	\$ _____
_____	(871)	14" x 44" Card.....	\$ 87.50.....	\$ 131.25	\$ _____
_____	(873)	22" x 28" Card.....	\$ 92.75.....	\$ 139.00	\$ _____
_____	(875)	28" x 44" Card.....	\$ 108.25.....	\$ 162.25	\$ _____
_____	(879)	24" x 96" Foamcore.....	\$ 272.00.....	\$ 408.00	\$ _____
_____	(881)	48" x 96" Foamcore.....	\$ 593.25.....	\$ 890.00	\$ _____
_____	(882)	Other _____ x _____	\$17.00 sq. ft.	\$25.50 sq. ft.	\$ _____
_____	(883)	Sentra _____ x _____	\$18.50 sq. ft.	\$27.75 sq. ft.	\$ _____
_____	(827)	Easel back for card signs .	\$ 10.25.....	\$ 15.50	\$ _____

Emblems, trademarks, logos, special style lettering, etc., can be prepared at extra cost depending on size and amount of work involved in production. Advance quotations can be provided upon submission of copy.

Emblems, trademarks, logos, special style lettering, etc., are **inclusive** of the above prices, if provided to us in digital format. Please provide in a PC vector format if available, or PC Raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please call.

Sign Copy

Enter desired sign copy in box to the left. Please print. Attach a separate form if necessary.

Background Color: _____ Lettering Color: _____

Select Orientation:

- Vertical
- Horizontal

Subtotal This Form: \$ _____

Copy this subtotal to the **Payment Authorization Form** where **6% SALES TAX** will be calculated.

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 will be charged at the standard rates.

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

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

CAFO #2236-2019

Cleaning Service Order Form

Discount Deadline Date: Tuesday, April 23, 2019

Cancellation: Cancellation *after* the deadline will be at 25% of prevailing rate.

Late Request: Requests after deadline will be filled as available.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisle. All rental carpets ordered from the Genesis Exposition Services are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below.

Booth Vacuuming

All rates are based on the total square footage of your exhibit space. (100 square foot minimum)

Please check preference below:

- (903) DAILY - Vacuum carpet and empty wastebaskets before initial opening of exhibit and DAILY thereafter\$.32 per sq. ft. per day
- (931) DAILY - Over 1000 Sq.Ft.\$.27 per sq. ft. per day
- (901) ONCE Vacuum carpet and empty wastebaskets ONCE before opening of exhibit\$.35 per sq. ft.

There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, food sampling, landscape, etc.

Additional Services

- (905) Shampoo Carpet - ONCE before initial opening of exhibit\$ 0.57 per sq. ft.
- (919) Display Cleaning / wipe down Once before initial opening (4-Hour minimum per day).....\$ 66.00 per hr S/T
or\$ 132.00 per hr O/T
- (920) Display Cleaning / wipe down Daily (4-Hour minimum per day).....\$ 66.00 per hr S/T
or\$ 132.00 per hr O/T
- (915) Periodical Porter Service, includes emptying wastebaskets and policing exhibit space at 2-hour intervals during show hours \$ 264.00 Per day

Please check preference below:

- DAILY
- ONCE --- Specify Day: _____ Date: _____
- OTHER --- Specify Day(s) Date(s) _____

Calculation of Cleaning Services Costs

- * Vacuuming: _____ ft. x ft. _____ = _____ sq. ft. (100 sq. ft. min.) x _____ per sq. ft. x _____ days = \$ _____
- * Shampooing: _____ ft. x ft. _____ = _____ sq. ft. (100 sq. ft. min.) x _____ per sq. ft. x _____ days = \$ _____
- * Display Cleaning: _____ hours (4-Hour minimum per day) x _____ day(s) x \$ 66.00 per hr. S/T or \$132.00 per hr. O/T = \$ _____
- * Porter Service: _____ days x \$264.00 per day _____ = \$ _____

Subtotal This Form: \$ _____

**Please copy this subtotal 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 will be charged at the standard rates.

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

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

CAFO #2236-2019 Install / Dismantle Display Labor Order Form

Discount Deadline Date: Tuesday, April 23, 2019

Cancellation: Cancellation *within 48 hours* of scheduled start will be charged a 1-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing.
Late Request: Requests after deadline will be filled as available.

Labor Policies, Terms & Conditions

Exhibitors can save time by electing to have Genesis Exposition Services supervise the installation of exhibits prior to the exhibitor's arrival and/or after the exhibitor's departure by completing the Supervision Information Fact Sheet. All Genesis supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared, after the close of the show.

This form is not intended for the ordering of unloading/loading services. For information and cost relative to unloading and reloading your display, please see the Material Handling/Drayage Information and Service Order Form enclosed in this Service Manual.

NOTE: Your company is encouraged to carry insurance covering potential damages or loss associated with your display. Genesis Exposition Services assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by Genesis-provided labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by Genesis labor under Exhibitor's supervision. In any case, the liability of Genesis Exposition Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Straight Time	Monday - Friday, 8:00 a.m. - 5:00 p.m.
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays. In addition, any hours worked on non-published move-in / move-out days will be charged at overtime, with a 5-hour minimum charge.

- There is a 1-hour minimum charge per person ordered, with billing in 1-hour increments thereafter.
- Exhibit representative must check in at service desk to pick up labor, as well as check the labor back in at the service desk upon completion of work (unless Genesis Supervision is ordered).
- Failure to pick up labor at time requested will result in a 1-hour per person no-show charge.
- Every attempt will be made to provide labor at the time requested, however, start time guaranteed only at start of work day.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

Labor Rates

Item	Item Description	Straight Time	Overtime
1017	Customer Supervised - Install Display Labor	\$66.00 per hr. / per person	\$132.00 per hr.
1019	Customer Supervised - Dismantle Display Labor	N/A (Sat./Sun. Dismantle)	\$132.00 per hr.
1016	Genesis Supervised - Install Display Labor (2-person minimum) *Must complete the Supervision Factsheet	\$85.75 per hr. / per person	\$171.50 per hr.
1018	Genesis Supervised - Dismantle Display Labor (2-person minimum) *Must complete the Supervision Factsheet	N/A (Sat./Sun. Dismantle)	\$171.50 per hr.

Labor Order & Calculation of Costs

Item #	Date Requested	Day of Week	Time Requested	# of Men Requested	Est. S/T hrs. per man	Est. O/T hrs. per man	Total Hours x Rate		Estimated Cost
							(___ # of Men x ___ # of Hrs. = ___ Total Hours x Rate)		
Example 1017	1/2	Fri.	3 AM	2	2	1	4 Total S/T Hours x \$ 66.00	= \$ 264.00	
			PM				2 Total O/T Hours x \$ 132.00	= \$ 264.00	
			AM				Total S/T Hours x \$	= \$	
			PM				Total O/T Hours x \$	= \$	
			AM				Total S/T Hours x \$	= \$	
			PM				Total O/T Hours x \$	= \$	
			AM				Total S/T Hours x \$	= \$	
			PM				Total O/T Hours x \$	= \$	
			AM				Total S/T Hours x \$	= \$	
			PM				Total O/T Hours x \$	= \$	

(If you have more than four labor orders, please use the "Additional Labor Request Form" attached.)

Supervisor will be: _____

Subtotal = \$ _____

Cell Phone: _____

Copy this subtotal 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 will be charged at the standard rates.

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

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

Genesis Supervised Labor Information Factsheet

**Please note that completion of this form is not necessary if someone from your company will be present to supervise your requested labor.*

Only when provided the complete information requested below will we be able to install/dismantle your booth in a timely fashion. Lack of this information may result in costly delays and/or damages to your booth due to improper installation or packing, for which we will not be held responsible. Failure to provide the information requested will result in this order being processed as a *customer supervised* installation/dismantle. (Copies of this form are acceptable if you have multiple inbound/outbound shipments.)

Inbound Freight Information

Ship To:

(YOUR COMPANY NAME)

c/o Genesis

11001 Decimal Drive

Louisville, KY 40299

CAFO Summit 2019 -

(YOUR BOOTH NUMBER)

Must Arrive No Later than:

Monday, May 6, 2019

Copy of Bill of Lading Attached

Carrier: _____ Ship Date: _____

Shipped By: _____ City & State: _____

Weight: _____ Tracking Number: _____

Number of Pieces: _____ Estimated Arrival Date: _____

Description/Color of Case(s)/Crate(s): _____

Required Installation / Dismantle Information

Packing List of all materials shipped including crate/case numbers. Also include copies of inbound Bill(s) of Lading if possible.

Complete set-up instructions.

Set-up drawings/pictures, including front view, top view, and side view. If your booth is a bulk area, please provide an overview showing the location of neighboring booths. Also, please include a listing of all graphics and their placement on these diagrams.

Packing instructions for the proper re-packing of all booth properties.

Contact name and 24-hour emergency phone number: _____

All of the above requested Installation / Dismantle information is included within the exhibit shipment.

Outbound Freight Information

Our preferred show carrier is UPS Freight. You may use the carrier of your choice, however you will need to schedule the pick-up. Carriers check-in time: TBD

CARRIER SCHEDULED: _____ **SCHEDULED PICK-UP DATE & TIME:** _____

Ship To:

Company Name: _____

Address 1: _____

Address 2: _____

City: _____ St: _____ Zip: _____

Attn: _____ Phone: _____

Bill Freight Charges To: (Complete only if different than ship to address)

Company Name: _____

Address 1: _____

Address 2: _____

City: _____ St: _____ Zip: _____

Attn: _____ Phone: _____

If any of your outbound shipping information changes, please notify us as soon as possible. Genesis Exposition Services will not be responsible for shipments shipped out incorrectly.

Booth Number: _____

Company Name _____

Phone _____

Street Address _____

Fax _____

City / State / Zip _____

Print Name _____

Email _____

Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

CAFO #2236-2019

**Material Handling
Order Form**

Discount Deadline Date: Tuesday, April 23, 2019

Advance Warehouse

Ship To:	Class	Description	Price Per CWT	200# Min.
(YOUR COMPANY NAME) Genesis Exposition Services 11001 Decimal Drive Louisville, KY 40299 CAFO 2019 (YOUR BOOTH NUMBER) <u>Must Arrive Between:</u> April 22 - May 6, 2019 *Receiving hours are from 8AM to 4PM, Monday - Friday.	A	Crated or skidded shipments via Common Carriers with certified weight tickets.	\$60.00	\$120.00
	B	Shipments via Van Lines or Specialized Carriers such as FedEx, UPS, US Mail, etc.	\$75.00	\$150.00
	C	Shipments requiring Special Handling, i.e. loose, uncrated or late to warehouse	\$90.00	\$180.00

Direct to Show Site

Ship To:	Class	Description	Price Per CWT	200# Min.
(YOUR COMPANY NAME) Southeast Christian Church c/o Genesis Exposition Services 920 Blankenbaker Parkway Louisville, KY 40243 CAFO 2019 (YOUR BOOTH NUMBER) <u>Target Arrival For:</u> Tuesday, May 7, 2019 *SHIPMENTS THAT ARRIVE PRIOR TO MAY 7TH AT SHOW SITE WILL BE REFUSED.	D	Crated or skidded shipments via Common Carriers with certified weight tickets.	\$60.00	\$120.00
	E	Shipments via Van Lines or Specialized Carriers such as FedEx, UPS, US Mail, etc.	\$75.00	\$150.00
	F	Shipments requiring Special Handling, i.e. loose, uncrated or early to site	\$90.00	\$180.00

Material Handling Costs Calculation

Shipments	Class	No. of Pieces	Estimated CWT's	Total Cost
EXAMPLE	D	3	575 lbs. = 6 CWT's x \$60.00 each =	\$360.00
#1				
#2				

(If you have more than two shipments, copies of this form are accepted.)

Subtotal This Form: \$ _____

Copy this subtotal 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 will be charged at the standard rates.

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

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

CAFO #2236-2019

Material Handling Information Form

Discount Deadline Date: Tuesday, April 23, 2019

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 Genesis Exposition Services service desk for \$.75 per lin. ft. plus (1037) labor at prevailing rates. (702) Fork lifts and drivers are available for particular spotting of equipment within 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 \$ 100.00 per round trip. This service MUST be scheduled in advance - PLEASE CALL.

COLLECT SHIPMENTS may be refused or accepted at the option of Genesis Exposition Services. In cases where Genesis Exposition 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 made to Genesis Exposition Services within 24 hours. A twenty-five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$100.00 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 Genesis 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 co-ordinated 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 Genesis 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 Genesis Exposition Services. All bills of lading and shipping instructions covering out-bound 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 exhibitor's 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 \$ 50.00 per item, and a maximum of \$ 1,000.00 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 Genesis 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 Genesis 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. Genesis Exposition Services and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, Genesis 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 Genesis Exposition Services by the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse 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. Genesis Exposition Services and its subcontractors shall not be responsible of any loss or damage that may occur during such period. Genesis Exposition Services and its subcontractors will adjust the quantities of items on any bill of lading submitted to Genesis Exposition Services or its subcontractors to conform 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 Genesis 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 Genesis Exposition Services for any services provided by Genesis Exposition Services as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay Genesis Exposition Services within thirty days from the close of the exhibition to which Exhibitor's shipment(s) relates for all service, and such Exhibitor shall pursue any claim against Genesis 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 Genesis 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.

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 will be charged at the standard rates.

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

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

ADVANCED WAREHOUSE ONLY

Must Arrive Between: April 22 - May 6, 2019

To: _____

**Genesis Exposition Services
11001 Decimal Drive
Louisville, KY 40299
Attn: CAFO 2019**

Booth # _____ **#** _____ **of** _____ **total pieces**

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

ADVANCED WAREHOUSE ONLY

Must Arrive Between: April 22 - May 6, 2019

To: _____

**Genesis Exposition Services
11001 Decimal Drive
Louisville, KY 40299
Attn: CAFO 2019**

Booth # _____ **#** _____ **of** _____ **total pieces**

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

Direct to Show Site

Target Arrival for: Tuesday, May 7, 2019

To: _____

**Southeast Christian Church
c/o Genesis Exposition Services
920 Blankenbaker Parkway
Louisville, KY 40243
Attn: CAFO 2019**

Booth # _____ **#** _____ **of** _____ **total pieces**

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

Direct to Show Site

Target Arrival for: Tuesday, May 7, 2019

To: _____

**Southeast Christian Church
c/o Genesis Exposition Services
920 Blankenbaker Parkway
Louisville, KY 40243
Attn: CAFO 2019**

Booth # _____ **#** _____ **of** _____ **total pieces**