

**EXHIBITOR MANUAL FOR:  
INVESTMENT CASTING 64<sup>TH</sup> ANNUAL  
TECHINICAL CONFERENCE & EQUIPMENT EXPO  
OCTOBER 16 – 17, 2017**

*Dear Exhibitor,*

*Great Lakes Events is pleased to be the official service decorator for the Investment Casting 64<sup>th</sup> Annual Technical Conference & Equipment Expo.*

*This Exhibitor Manual is designed to assist you in ordering tradeshow furniture, accessories and services prior to and during the show.*

*If you have any questions regarding these items please feel free to email or call our Exhibitor Services Department at [csr@greatlakeevents.com](mailto:csr@greatlakeevents.com) or 585-458-2200.*

*We look forward to working with you.*

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Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087



## GREAT LAKES EVENTS

event decorating & trade shows • exhibit displays & graphics  
freight transportation • rentals

100 Bickford Street Rochester, NY 14606, Phone: 585.458.2200, Fax: 585.458.5087, www.greatlakesevents.com

## WELCOME TO THE Investment Casting 64<sup>th</sup> Annual Technical Conference and Equipment Expo

Great Lakes Events has been chosen as the official Decorator and Service Contractor for the **Investment Casting 64<sup>th</sup> Annual Technical Conference and Equipment Expo** to be held **October 16 – 17, 2017** at the **Northern Kentucky Convention Center in Covington, KY**. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included information from the Northern Kentucky Convention Center regarding Electrical; Air; AV and other services that they offer.

### THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH

- 8' Purple/Gray Back Drape
- 3' Purple Side Drape
- 1 – 6' Skirted Table Alternating Purple/Gray
- 2 – Folding Chairs
- 1 – Wastebasket
- 1 – 7" x 44" Booth Identification Sign

### EXHIBIT HALL IS FULLY CARPETED

#### MOVE – IN DATES & TIMES

Saturday	October 14, 2017	12:00 P.M. – 5:00 P.M.
Sunday	October 15, 2017	8:00 A.M. – 5:00 P.M.
Monday	October 16, 2017	8:00 A.M. – 1:15 P.M.

#### SHOW DATES & TIMES

Monday	October 16, 2017	2:00 P.M. – 6:00 P.M.
Tuesday	October 17, 2017	2:00 P.M. – 6:00 P.M.

#### MOVE – OUT DATES & TIMES

Tuesday	October 17, 2017	6:00 P.M. – 10:00 P.M.
Wednesday	October 18, 2017	8:00 A.M. – 10:00 A.M.

**\*\*ALL CARRIERS MUST CHECK IN BY 9:00 A.M. ON OCTOBER 18, 2017\*\***

The entire hall must be cleared by **10:00 A.M. on October 18, 2017**. To assure this, please notify your carrier to check in at the **Northern Kentucky Convention Center** by **9:00 A.M. on October 18, 2017** to guarantee pick – up. If your carrier has not checked in by **9:00 A.M.** your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements.

### IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES

Phone: 585-458-2200  
Fax: 585-458-5087  
Email to: [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)

SHOW INFORMATION

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)

Investment Casting 64<sup>th</sup> Annual  
Technical Conference and Equipment Expo  
October 16 – 17, 2017  
Northern Kentucky Convention Center  
Covington, Kentucky

Great Lakes Events would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require.

Be sure to make note of the **ADVANCE ORDER DEADLINE DATE** located at the top of each form. To qualify for advanced pricing, order forms and payment must be returned to Great Lakes Events by the specified date. **NO EXCEPTIONS WILL BE MADE.**

Please use the following guidelines when placing your order:

- ◆ Complete all necessary Great Lakes Events forms and calculate the cost of each order. Record the cost at the bottom of each form.
- ◆ Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third party payment. Purchase orders are not a form of payment.
- ◆ Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.
- ◆ **Cancellations:** There are NO refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Events supervision.
- ◆ Mail, fax or email your order forms to [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com). Be sure to photocopy a set for your files. .
- ◆ If your order is **tax exempt**, please forward a copy of your tax exempt certificate with your order. Your exemption **MUST** be issued in the state the show takes place in.
- ◆ All material and equipment remain the sole property of Great Lakes Events and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.
- ◆ If a color selection is not made on rental materials prior to the show, Great Lakes Events reserves the right to provide you with show colors.
- ◆ Great Lakes Events is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.

Great Lakes Events  
100 Bickford Street  
Rochester, NY 14606  
[csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)  
Fax: 585-458-5087

**FOR ADDITIONAL ONSITE ORDERS VISIT US AT THE  
GREAT LAKES EVENTS SERVICE DESK**

**PRE SHOW ORDER**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: [csr@greatlakeevents.com](mailto:csr@greatlakeevents.com)

Investment Casting 64<sup>th</sup> Annual  
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October 16 – 17, 2017  
Northern Kentucky Convention Center  
Covington, Kentucky

The **Investment Casting Institute** has selected Great Lakes Events LLC as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Contractor, i.e., Great Lakes Events LLC, please complete this form and mail to the address listed below.

#### EXHIBITING COMPANY INFORMATION

EXHIBITING CO. NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_

#### SERVICE CONTRACTOR INFORMATION

SERVICE CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

TYPE OF SERVICE TO BE PERFORMED: \_\_\_\_\_

#### EXHIBITOR'S RESPONSIBILITIES

- ◆ It is your responsibility to inform your Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **30 days** prior to show date. If the Contractor fails to do so, they will not be permitted to service your exhibit.
- ◆ It is the responsibility of the exhibitor to see that each representative of the Service Contractor abides by the official rules and regulations of this event.
- ◆ This form must be returned to Great Lakes Events LLC no later than **September 29, 2017**.

**RETURN TO:**  
Great Lakes Events LLC  
100 Bickford Street  
Rochester, NY 14606-2298  
[csr@greatlakeevents.com](mailto:csr@greatlakeevents.com)

EXHIBITOR APPOINTED CONTRACTOR

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakeevents.com

**ADVANCE PRICE DEADLINE**

**SEPTEMBER 29, 2017**

**Investment Casting 64<sup>th</sup> Annual  
Technical Conference and Equipment Expo  
October 16 – 17, 2017  
Northern Kentucky Convention Center  
Covington, Kentucky**

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**CREDIT CARD INFORMATION**

**Credit Card information WILL NOT be accepted through email. We will accept your credit card information via fax to 585-458-5087 or by phone to 585-458-2200**

**CREDIT CARD:** A Credit Card is required to be on file if you will be using any services provided by GREAT LAKES EVENTS or GREAT LAKES TRANSPORTATION. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, GREAT LAKES EVENTS reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

\_\_\_\_\_ **AMEX** \_\_\_\_\_ **MASTERCARD** \_\_\_\_\_ **VISA**

**PERSONAL CARD** \_\_\_\_\_ **COMPANY CARD** \_\_\_\_\_

**ACCOUNT #:** \_\_\_\_\_ **EXPIRATION:** \_\_\_\_\_ **CVC:** \_\_\_\_\_

**AUTHORIZATION SIGNATURE:** \_\_\_\_\_

**CARDHOLDERS NAME:** \_\_\_\_\_

**CARDHOLDERS BILLING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**FORM OF PAYMENT**

**Please indicate your form of payment:**

**\*FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD PARTY PAYMENT FORM**

**COMPANY CHECK**

**CHECK NUMBER:** \_\_\_\_\_

**MAKE CHECKS PAYABLE TO Great Lakes Events LLC**

**\*Checks Must Be In US Funds.**

**\*A \$35.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.**

**CREDIT CARD**

**FILL IN ABOVE INFORMATION**

**PAYMENT TERMS & CONDITIONS**

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show, terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Events Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

**METHOD OF PAYMENT FORM**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakesevents.com

**ADVANCE PRICE DEADLINE**

**SEPTEMBER 29, 2017**

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October 16 – 17, 2017  
Northern Kentucky Convention Center**

### **THIRD PARTY TERMS**

Great Lakes Events (GLE) will accept payment from third parties and present invoices at show site for payment provided the following conditions are met:

- ◆ The third party payment information completed below must be acceptable to GLE. Also, the credit card information below must be submitted to GLE as a deposit prior to the show. All invoices must be reviewed by the third party on show site. No adjustment will be made after the show closing.
- ◆ The exhibitor must name items to be billed to the third party. If there is any doubt who is to be invoiced for a service, the exhibiting company will be invoiced. The exhibiting company is ultimately responsible for the payment of all charges. In the event that the named third party does not provide payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
- ◆ The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this page. Otherwise, the request will be denied. (GLE reserves the right to deny Third Party Payment terms to any party.)

### **EXHIBITING COMPANY INFORMATION**

EXHIBITING CO. NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

### **THIRD PARTY COMPANY INFORMATION**

THIRD PARTY CO. NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

#### **CIRCLE ITEMS TO BE PAID BY THIRD PARTY**

FURNITURE    CARPET    MATERIAL HANDLING    LABOR    TRANSPORTATION    ALL

### **THIRD PARTY CREDIT CARD INFORMATION**

**Credit Card information WILL NOT be accepted through email. We will accept your credit card information via fax to 585-458-5087 or by phone to 585-458-2200**

\_\_\_\_\_**MASTERCARD**    \_\_\_\_**VISA**    \_\_\_\_**AMEX**    \_\_\_\_**PERSONAL**    \_\_\_\_**COMPANY**

ACCOUNT#: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CVC: \_\_\_\_\_

CARDHOLDERS'S NAME: \_\_\_\_\_

AUTHORIZATION SIGNATURE: \_\_\_\_\_

CARDHOLDERS'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**THIRD PARTY PAYMENT FORM & TERMS**



ONE WEST RIVERCENTER BLVD.  
COVINGTON, KY 41011  
(859) 261-1500  
(859) 392-7704 FAX  
WWW.NKYCC.COM

*Welcome to the Northern Kentucky Convention Center!*

*We look forward to*  
***Investment Casting***  
**Annual Technical Conference & Equipment Expo**  
Saturday 10/14/17 - Wednesday 10/18/17

*Below are the instructions on locating the order forms for services provided by the Convention Services Team of the **Northern Kentucky Convention Center**. Please remember, prompt receipt of these forms by the Center will ensure delivery of service as well as the discount rate (forms will not be processed without payment).*

### **SERVICES PROVIDED**

- Electric
- Water \*Call for details (10 days notice required)
- Compressed Air
- Communications / Internet
- Audio-Visual Rentals
- Sign & Banner Hanging
- Motorized Equipment Permit
- Food & Beverage
- Food & Beverage Samples
- Food Handling Guidelines
- Computer & Networking

### **ORDERS**

To mail, fax or e-mail your order form, please visit our website <http://www.nkycc.com/exhibitor> and enter the access code provided to access all Service Orders.

***Event or Show:*** Annual Technical Conference & Equipment Expo  
***Advanced Rate Deadline Date:*** Wednesday, October 4, 2017  
***Access Code:*** Casting2017

Please note that placing your order a minimum of 10 days in advance ensure installation and advance pricing on your required services. Orders and payments not received prior the advanced rate deadline date will receive standard pricing.

### **PAYMENT**

Check, money order, Visa, MasterCard. **The STANDARD price rate listed on all orders will automatically be charged for all service orders received after above stated "Advanced Rate Deadline Date".**

THANK YOU FOR YOUR COOPERATION, AND WE WISH YOU A SUCCESSFUL EVENT.

PLEASE LET US KNOW HOW WE CAN ASSIST YOU!  
CONVENTION SERVICES (859) 261-1500  
[services@nkycc.com](mailto:services@nkycc.com)

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100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
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**ADVANCE PRICE DEADLINE**

**SEPTEMBER 29, 2017**

THIS FORM MUST ACCOMPANY  
THE METHOD OF PAYMENT FORM

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**RECAP OF SERVICES ORDERED**

*Payment is due upon ordering*

**Taxable Items:**

Furniture & Skirting

Additional Items

Carpet

Cleaning

Modular Exhibits

Special Signs

Installation Labor & Equipment

Dismantle Equipment Only

**Order Totals:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Taxable Subtotal:** \$ \_\_\_\_\_

**6 % Sales Tax:** \$ \_\_\_\_\_

- ♦ If your order is **tax exempt**, please forward a copy of your tax-exempt certificate with your order for the state in which services will be used.

**Taxable Total:** \$ \_\_\_\_\_

**Non-Taxable Items:**

Dismantle Labor Only

Material Handling

**Order Totals:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Non-Taxable Total:** \$ \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

**ORDER FORM RECAP**



Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: [csr@greatlakeevents.com](mailto:csr@greatlakeevents.com)  
 Investment Casting 64<sup>th</sup> Annual  
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# ADVANCE PRICE DEADLINE

SEPTEMBER 29, 2017

THIS FORM MUST ACCOMPANY  
 THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE

CIRCLE COLOR: BLACK GRAY		BLUE BURGUNDY	RED TEAL	WHITE PURPLE	GREEN GOLD
QTY	ITEM	ADVANCE PRICE		AFTER DEADLINE	TOTAL
_____	4' Skirted	79.50		98.75	_____
_____	6' Skirted	94.00		117.25	_____
_____	8' Skirted	110.00		137.00	_____
_____	4 <sup>TH</sup> Side Skirted	30.00		41.00	_____

## SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE

CIRCLE COLOR: BLACK GRAY		BLUE BURGUNDY	RED TEAL	WHITE PURPLE	GREEN GOLD
QTY	ITEM	ADVANCE PRICE		AFTER DEADLINE	TOTAL
_____	4' Skirted	105.00		126.75	_____
_____	6' Skirted	115.00		143.75	_____
_____	8' Skirted	129.50		163.50	_____
_____	4 <sup>TH</sup> Side Skirted	30.00		41.00	_____

## CHAIRS

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	10.00	13.00	_____
_____	Straight Chair	40.00	49.25	_____
_____	Arm Chair	49.25	61.75	_____
_____	Bar Stool w/ Back	52.25	62.25	_____

## ROUND TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	36" Round w/ black spandex cover	80.00	105.00	_____
_____	42" High Cocktail w/ black spandex cover	50.00	65.00	_____

## UNSKIRTED 30"HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	45.75	55.00	_____
_____	6'	52.00	62.50	_____
_____	8'	69.25	79.75	_____

## UNSKIRTED 42"HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	55.00	72.00	_____
_____	6'	65.00	80.50	_____
_____	8'	79.25	89.75	_____

## TABLE SKIRTS ONLY

CIRCLE COLOR: BLACK GRAY		BLUE BURGUNDY	RED TEAL	WHITE PURPLE	GREEN GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL	
_____	30"H	50.00	63.50	_____	
_____	42"H	55.50	68.50	_____	

## SPECIAL DRAPING

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H SIDE DRAPE	6.00 LF.	7.00 LF	_____
_____	8' H BACK DRAPE	9.00 LF.	10.50 LF	_____

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**Covington, Kentucky**

**ADVANCE PRICE DEADLINE**

**SEPTEMBER 29, 2017**

**THIS FORM MUST ACCOMPANY  
THE METHOD OF PAYMENT FORM**

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**ACCESSORIES**

<i>QTY</i>	<i>DESCRIPTION</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	Wastebasket	\$ 12.50	\$ 15.75	_____
_____	Bag stand	\$ 32.50	\$ 39.25	_____
_____	Easel	\$ 28.00	\$ 34.50	_____
_____	Free Standing Literature Stand	\$ 45.00	\$ 60.00	_____
_____	Chrome Stanchion	\$ 36.00	\$ 44.00	_____
_____	Roping (8' Sections)	\$ 36.00	\$ 44.00	_____
_____	22" x 28" Sign Frame	\$ 43.50	\$ 53.50	_____

**PEGBOARDS & TACKBOARDS**

<i>QTY</i>	<i>DESCRIPTION</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	4' X 8' Horizontal Pegboard	\$ 115.00	\$ 149.50	_____
_____	4' x 8' Horizontal Tackboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Vertical Pegboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 175.00	\$ 227.50	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 225.00	\$ 292.00	_____

**CABINETS & SHOWCASES**

<i>QTY</i>	<i>DESCRIPTION</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	White Locking Cabinet (22" W x 42"L x 42"H)	\$ 110.00	\$ 137.50	_____
_____	Standard Locking Showcase (22"W x 62"L x 40"H)	\$ 190.00	\$ 237.50	_____
_____	Standard Lit Locking Showcase (Electric service not included)	\$ 210.00	\$ 262.50	_____
_____	Mini Locking Showcase (22"W x 40"L x 40"H)	\$ 115.00	\$ 143.75	_____
_____	Mini Lit Locking Showcase (Electric service not included)	\$ 130.00	\$ 162.50	_____

**Additional Items Total = \$ \_\_\_\_\_ Taxable Service**  
**Please enter total on Order Forms Recap Sheet**

**ADDITIONAL ITEMS**

Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: csr@greatlakesevents.com

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# ADVANCE PRICE DEADLINE

SEPTEMBER 29, 2017

THIS FORM MUST ACCOMPANY  
 THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## EXHIBIT HALL IS FULLY CARPETED

### STANDARD BOOTH CARPET

Exact color match is not guaranteed for basic booth carpets ordered in multiple of two or more.  
 The following prices include delivery, labor, carpet tape, and removal.

**Your carpet order can not be processed without a color selection.**

CIRCLE COLOR CHOICE:

	BLUE	GRAY	BLACK	HUNTER GREEN	
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE		TOTAL
_____	9' X 10'	111.75	138.75		_____
_____	9' X 20'	223.50	277.50		_____
_____	9' X 30'	335.25	415.25		_____
_____	9' X 40'	447.00	555.00		_____

### CUT AND LAY CARPET

The following prices include: Matching dye lot, delivery, laying, cutting, taping, and removal.

CIRCLE COLOR CHOICE:

	BLUE	GRAY	BLACK	HUNTER GREEN	
	ADVANCE PRICE	TOTAL	AFTER DEADLINE		TOTAL
_____ ft. _____ ft. = sq. ft. x \$1.95 sq. ft. = _____				OR \$2.50 sq. ft. = _____	_____

### MISCELLANEOUS

ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x \$.40 sq. ft. OR \$.48 sq. ft. = _____			

Carpet Total = \$ \_\_\_\_\_ Taxable Service  
 Please enter total on Order Forms Recap Sheet

Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: csr@greatlakeevents.com

Investment Casting 64<sup>th</sup> Annual  
 Technical Conference and Equipment Expo  
 October 16 – 17, 2017  
 Northern Kentucky Convention Center  
 Covington, Kentucky

# ADVANCE PRICE DEADLINE

SEPTEMBER 29, 2017

THIS FORM MUST ACCOMPANY  
 THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## CARPET VACUUMING

Vacuuming is provided the evening before the specified date. Carpet vacuuming will begin on the first day of the show.

Carpet vacuuming does not include trash removal

VACUUMING SERVICE: Prices are per square foot.

	Advance Price	After Deadline	No. of Days	Total
Carpet Size: _____ ft. x _____ ft. = _____ sq. ft. x	\$.30/day	or	\$.35/day x _____	= _____

List Date(s) needed: \_\_\_\_\_

## PORTER SERVICE

Porter service includes booth wipe down and trash removal for the duration of the show.

Does not include vacuuming.

PORTER SERVICE RATES:

0 – 500 Sq. Ft.	\$20.00 per day
501 – 1500 Sq. Ft.	\$39.00 per day
1501 – 3000 Sq. Ft.	\$56.00 per day
3001 Sq. Ft. and higher	Call for rate

Rate		No. of Days		Total
_____	X	_____	=	_____

List Date(s) needed: \_\_\_\_\_

Cleaning Total= \$ \_\_\_\_\_ Taxable Service  
 Please enter total on Order Forms Recap Sheet

CLEANING

Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: csr@greatlakeevents.com

**ADVANCE PRICE DEADLINE**

**SEPTEMBER 29, 2017**

**Investment Casting 64<sup>th</sup> Annual  
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 Covington, Kentucky**

THIS FORM MUST ACCOMPANY  
 THE METHOD OF PAYMENT FORM

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

### MODULAR EXHIBITS

*Standard Modular Exhibits Includes: Standard panel choice, header copy (one color), set-up and dismantle.*

*Standard Modular Exhibits Does not include: Electrical Service; Daily Booth Cleaning; Furniture and Additional Items.*

NOT AVAILABLE ON SITE  
 ORDERS RECEIVED AFTER DEADLINE ADDITIONAL 30% WILL BE APPLIED

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	GLE 100 – 10' x 10' Exhibit with 10' Header Sign	\$ 1,250.00	_____
_____	GLE 200 – 10' x 20' Exhibit with (2) 10' Header Signs	\$2,150.00	_____
_____	GLE 201 – 10' x 20' Exhibit with (2) 10' Header Signs	\$2,600.00	_____
_____	GLE 202 – 10' x 20' Exhibit with (2) 8' Header Signs	\$2,350.00	_____
_____	Shelves (12" D x 39" W)	\$ 35.00	_____
_____	Colored Panels (Price per Panel) Red, Yellow, Green, Blue, Dark Blue	\$ 55.00	_____
_____	Stem lights (50 watt halogen) electrical service not included	\$ 46.00	_____

**Circle Panel Choice:**      White      Black      Charcoal Gray Cloth      Burgundy Cloth

**Header Copy: Please Print  
 (Black Standard Font)**

Full Color Custom Ready to Print Digital Meter Panels at 250.00 each.....Qty: \_\_\_\_\_ Subtotal \_\_\_\_\_

Full Color Custom Ready to Print Digital Small Return Panels 90.00 each..... Qty: \_\_\_\_\_ Subtotal \_\_\_\_\_

Custom Header Ready to Print at 90.00 each.....Qty: \_\_\_\_\_ Subtotal \_\_\_\_\_

Design time available at 75.00 per hour

Contact Great Lakes Events Graphic Department at 585-458-2200 ext. 245 for further details

**Modular Exhibit Rentals Total = \$ \_\_\_\_\_ Taxable Service**  
**Please enter total on Order Forms Recap Sheet**

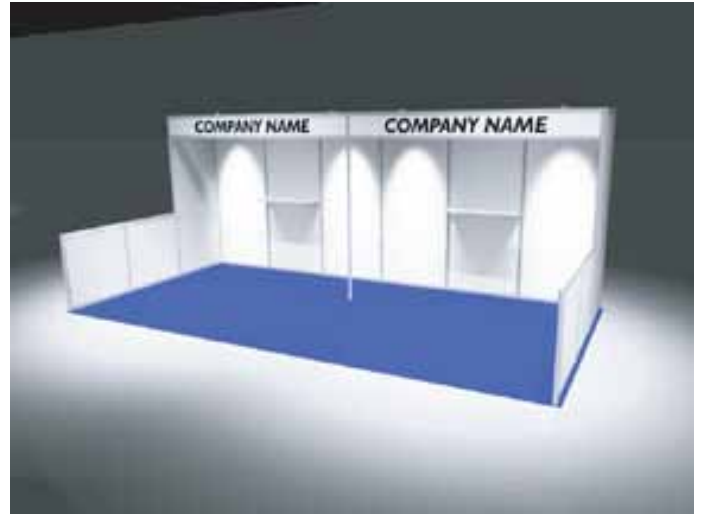


## GREAT LAKES EVENTS

event decorating & trade shows • exhibit displays & graphics  
freight transportation • rentals



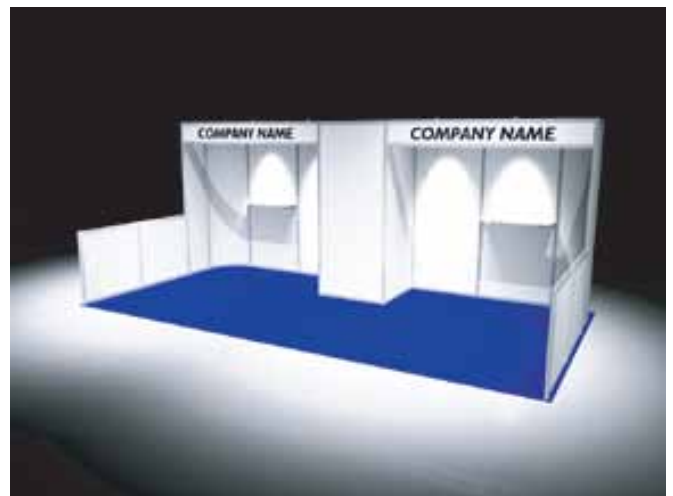
GLE 100



GLE 200



GLE 201



GLE 202

For Pricing,  
See previous page

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 Email: csr@greatlakesevents.com

Investment Casting 64<sup>th</sup> Annual  
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 October 16 – 17, 2017  
 Northern Kentucky Convention Center

# ADVANCE PRICE DEADLINE

SEPTEMBER 29, 2017

THIS FORM MUST ACCOMPANY  
 THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 COMPANY WEBSITE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## FULL COLOR DIGITAL SIGN SIZES

QTY	SIZE	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	7" X 11"	10.00	20.00	_____
_____	7" X 44"	36.00	72.00	_____
_____	11" X 14"	15.00	30.00	_____
_____	11" X 44"	42.00	84.00	_____
_____	14" X 22"	22.00	44.00	_____
_____	14" X 44"	45.00	90.00	_____
_____	22" X 28"	45.00	90.00	_____
_____	28" X 44"	85.00	170.00	_____
Banner	Quoted on request	Sign-a-cade	Quoted on request	
Step Stake	Quoted on request	Cutouts	Quoted on request	
Retractable Banner	Quoted on request	Floor Stickers	Quoted on request	

QTY	SERVICE	PRICE	TOTAL
_____	Grommets	3.00(lots of 6)	_____
_____	Step Stake Sign Holder	2.50	_____
_____	Easel back on sign	5.25	_____
_____	Logo Sign (scanning)	75.00/hour	_____

Choose substrate (check one) Cora Plast\_\_\_\_\_ Foam Core\_\_\_\_\_

Any orders received 10 days prior to the start of exhibitor move in  
 Are subject to applicable shipping charges

Special Signs Total =\$\_\_\_\_\_Taxable Service  
 Please enter total on Order Form Recap Sheet

SPECIAL SIGNS

**Great Lakes Events LLC**  
**100 Bickford Street Rochester, NY 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**  
**Email: csr@greatlakesevents.com**  
**COMPANY:** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_

**Investment Casting 64<sup>th</sup> Annual**  
**Technical Conference and Equipment Expo**  
**October 16 – 17, 2017**  
**Northern Kentucky Convention Center**  
**Covington, Kentucky**  
**BOOTH #:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_

### LABOR & FORKLIFT SERVICE RATES

**LABOR RATES:** Install, dismantle, unskid, reskid, unpack, and repack display **without forklift use.**

**FORKLIFT SERVICE:** Install, dismantle, unskid, reskid, unpack, repack display, and positioning machinery **with forklift use.**

**LABOR RATES:** One hour minimum charge (Rate includes 1 man)

**Straight Time:** 8:00 A.M. – 4:00 P.M. Monday through Friday..... \$61.00 /hr.

**Overtime:** 4:00 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday..... \$91.50 /hr

**Double Time:** 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday..... \$122.00 /hr

**FORKLIFT SERVICE:** One hour minimum charge (Rate includes rigger and forklift) 5,000 LB LIFT

**Straight Time:** 8:00 A.M. – 4:00 P.M. Monday through Friday..... \$144.00 /hr

**Overtime:** 4:00 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday..... \$173.00 /hr

**Double Time:** 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday..... \$193.00 /hr

**FOR 8,000 LB LIFT ADD ADDITIONAL \$40.00 /hr.**

**Banding.....\$35.00 per skid Shrink Wrap.....\$25.00 per skid**

**For all labor cancellations there is a one hour charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to Exhibitor and Great Lakes Events supervision.**

### INSTALLATION & DISMANTLE WITH GREAT LAKES SUPERVISION

Exhibits are installed prior to Exhibitor's arrival and dismantle after Exhibitor's departure under the direction of Great Lakes Event's I & D Supervisor. When requesting this service, send set-up instructions and packing list.

**Please calculate the hourly rate plus 30% Supervision Charge/Minimum \$30.00.**

**LABOR INSTALL:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

NUMBER OF MEN	HOURS	TOTAL HOURS	RATE	TOTAL	30% supervision (MIN \$30.00)	TOTAL COST
_____ x _____	= _____	x _____	= _____	x _____	= _____	

**FORKLIFT SERVICE INSTALL:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

HOURS	RATE	TOTAL	30% supervision (MIN \$30.00)	TOTAL COST
_____ x _____	= _____	x _____	= _____	

**LABOR DISMANTLE:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

NUMBER OF MEN	HOURS	TOTAL HOURS	RATE	TOTAL	30% supervision (MIN \$30.00)	TOTAL COST
_____ x _____	= _____	x _____	= _____	x _____	= _____	

**FORKLIFT SERVICE DISMANTLE:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

HOURS	RATE	TOTAL	30% supervision (MIN \$30.00)	TOTAL COST
_____ x _____	= _____	x _____	= _____	

**\*\*SUPERVISION FORM REQUIRED\*\***

### INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION

Supervisor must check in at the Great Lakes Events Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Start time in only guaranteed when labor is requested at 8:00 A.M., unless the official set up time begins later in the day.

**LABOR INSTALL:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

NUMBER OF MEN	HOURS (APPROX)	TOTAL HOURS	RATE	TOTAL COST
_____ x _____	= _____	x _____	= _____	

**FORKLIFT SERVICE INSTALL:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

HOURS	RATE	TOTAL COST
_____ x _____	= _____	

**LABOR DISMANTLE:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

NUMBER OF MEN	HOURS (APPROX)	TOTAL HOURS	RATE	TOTAL COST
_____ x _____	= _____	x _____	= _____	

**FORKLIFT SERVICE DISMANTLE:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

HOURS	RATE	TOTAL COST
_____ x _____	= _____	



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Covington, Kentucky

This form must be completed if using any labor services  
supervised by Great Lakes Events

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ FAX #: \_\_\_\_\_

PHONE #: \_\_\_\_\_ WEEKEND/AFTER HOURS PHONE #: \_\_\_\_\_

### INBOUND SHIPPING INFORMATION

Shipment 1:

Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ No. of Pieces \_\_\_\_\_

Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

Shipment 2:

Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ No. of Pieces \_\_\_\_\_

Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

Shipment 3:

Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ No. of Pieces \_\_\_\_\_

Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

### UTILITY INFORMATION

Did you order electrical service? \_\_\_\_\_ Should electrical lines lie under carpet? \_\_\_\_\_

Please send electrical order forms and drawings directly to the official electrical contractor.

Did you order telephone service? \_\_\_\_\_

Please send telephone order forms and drawings directly to the official telephone contractor.

### SET – UP INSTRUCTIONS

Are the set-up drawings attached? \_\_\_\_\_ Are the set-up drawings sent with exhibit? \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

Consigned to: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Method of shipping: ☐ Air Freight ☐ Next Day ☐ 2<sup>nd</sup> Day ☐ Deferred

☐ Motor Freight ☐ Van Line ☐ Other

Number of pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Carrier: \_\_\_\_\_

Great Lakes Transportation invites you to check our service and rates for outbound shipping.

LABOR SUPERVISION

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087

# INVESTMENT CASTING INSTITUTE 64<sup>TH</sup> EXPO

## MACHINERY QUESTIONNAIRE

PLEASE RETURN NO LATER THAN SEPTEMBER 29, 2017

COMPANY NAME: \_\_\_\_\_

BOOTH: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PLEASE INDICATE ONE OF THE FOLLOWING:

☐

PRELIMINARY INFORMATION

☐

FINAL INFORMATION

ITEM	WEIGHT IN LBS.	DIMENSIONS IN INCHES			MACHINE WILL ARRIVE		WILL ASSEMBLY BE REQUIRED	
		LENGTH	WIDTH	HEIGHT	CRATED/ SKIDDED	UNCRATED/ UNSKIDDED	YES	NO
1								
2								
3								
4								
5								

PLEASE EMAIL OR FAX TO:

MARK DRIES

[mdries@greatlakeevents.com](mailto:mdries@greatlakeevents.com)

Fax: 585-458-5087

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100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
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Covington, Kentucky

**To insure that Great Lakes Events accepts and delivers your freight please adhere to the Advance or Direct shipping instructions provided in this Exhibitor Manual.**

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

#### **MATERIAL HANDLING RATES**

*For complete information, descriptions and rates, please refer to the Advance or Direct Shipment forms.*

*Please be aware of the Exhibitor move in and move out times and make note of any additional charges that may be applied for overtime.*

#### **SHIPPING ARRANGEMENTS**

*How to calculate your order:*

*When recording your weight, round up to the next 100 lbs.*

*Example: We will ship 265 lbs. (round up to 300 lbs.)*

*300 lbs. x RATE per cwt. = \$ Dollars*

**\*\*\*FREIGHT WILL NOT BE ACCEPTED WITHOUT PRIOR PAYMENT**

#### **ADVANCE SHIPMENTS:**

We will ship \_\_\_\_\_ lbs. @ \$74.00 per cwt. (100 lbs.)=\$\_\_\_\_\_ (minimum of \$148.00)

Our freight will arrive after **September 29, 2017:** \_\_\_\_\_ lbs @ \$5.00 per cwt =\$\_\_\_\_\_  
(min charge of \$10.00 per shipment plus advanced rate)

#### **DIRECT SHIPMENTS:**

We will ship \_\_\_\_\_ lbs. @ \$61.00 per cwt. (100 lbs.)=\$\_\_\_\_\_ (minimum of \$122.00)

#### **MACHINERY SHIPMENTS:**

We will ship \_\_\_\_\_ lbs. @ \$29.00 per cwt. (100 lbs.)=\$\_\_\_\_\_

We will ship \_\_\_\_\_ lbs. @ \$24.00 per cwt. (100 lbs.)=\$\_\_\_\_\_

We will ship \_\_\_\_\_ lbs. @ \$20.00 per cwt. (100 lbs.)=\$\_\_\_\_\_

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**

**ALL MATERIAL HANDLING CHARGES MUST BE PREPAID**

*We understand your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Services Department*

**Material Handling Total = \$\_\_\_\_\_ Non-Taxable Service**  
**Please enter total on Order Forms Recap Sheet**

**MATERIAL HANDLING ORDERS**

**Great Lakes Events LLC**  
**100 Bickford Street Rochester, NY 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**  
**Email: csr@greatlakeevents.com**

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**Covington, Kentucky**

### ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES

#### RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of crated material (uncrated materials will not be accepted at the warehouse)
- ◆ Storage at warehouse for up to 30 days
- ◆ Delivery to your booth at show site
- ◆ Storage and return of empty containers
- ◆ Reloading of material on to your carrier at the close of the show

### ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS

- ◆ All shipments must arrive to the advance warehouse by **SEPTEMBER 29, 2017**. If your shipment arrives after this date you will be charged an additional late fee (rate listed below). **There are no exceptions to this fee!**
- ◆ The absolute latest date for shipments to arrive to the advance warehouse is **OCTOBER 11, 2017** with late fee applied. Any shipments sent to the advance warehouse after **OCTOBER 11, 2017** will be refused!
- ◆ Delivery hours at advance warehouse are 8am – 4pm M-F. No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipment received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS and Fed-Ex, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at booth for reloading at the close of the show. Please take all necessary precautions.

### ADVANCE WAREHOUSE SHIPPING INFORMATION

#### LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)  
 FOR: INVESTMENT CASTING 64<sup>TH</sup> EXPO  
 GREAT LAKES EVENTS  
 C/O UPS FREIGHT  
 3250 E. KEMPER ROAD  
 SHARONVILLE, OH 45241

### ADVANCE WAREHOUSE RATES

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**

**ADVANCE CRATED SHIPMENT:** Arriving on or before deadline date. Each shipment is considered separately.  
 No cumulative weights will be allowed.

**Rate: \$ 74.00 per cwt. (100lbs.)**  
 Minimum charge of 200 lbs. totaling \$148.00

#### ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF SEPTEMBER 29, 2017:

Advance rate plus additional **\$5.00** per cwt. (100 lbs)

**FREIGHT LOADING /UNLOADING ON OVERTIME HOURS:** Advance rate plus additional **\$7.50** per cwt.  
 Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday, Holidays

**\*\*FREIGHT ARRIVING AT THE WAREHOUSE AFTER THE SHOW OPENS WILL BE REFUSED!**

**Place order on Material Handling Order Form**

**ADVANCE SHIPMENTS**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)

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**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ADVANCE WAREHOUSE**  
**Shipments will be refused if payment information is not sent in prior to arrival**

**Deliveries must arrive on or before SEPTEMBER 29, 2017 to avoid surcharges.**

**ADVANCE SHIPPING LABELS**

**TO:**

**BOOTH:**

**FOR:**

**INVESTMENT CASTING 64<sup>TH</sup> EXPO  
GREAT LAKES EVENTS  
C/O UPS FREIGHT  
3250 E. KEMPER ROAD  
SHARONVILLE, OH 45241**

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
SEPTEMBER 29, 2017  
(To avoid late fees)**

**TO:**

**BOOTH:**

**FOR:**

**INVESTMENT CASTING 64<sup>TH</sup> EXPO  
GREAT LAKES EVENTS  
C/O UPS FREIGHT  
3250 E. KEMPER ROAD  
SHARONVILLE, OH 45241**

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
SEPTEMBER 29, 2017  
(To avoid late fees)**

**TO:**

**BOOTH:**

**FOR:**

**INVESTMENT CASTING 64<sup>TH</sup> EXPO  
GREAT LAKES EVENTS  
C/O UPS FREIGHT  
3250 E. KEMPER ROAD  
SHARONVILLE, OH 45241**

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
SEPTEMBER 29, 2017  
(To avoid late fees)**

**TO:**

**BOOTH:**

**FOR:**

**INVESTMENT CASTING 64<sup>TH</sup> EXPO  
GREAT LAKES EVENTS  
C/O UPS FREIGHT  
3250 E. KEMPER ROAD  
SHARONVILLE, OH 45241**

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
SEPTEMBER 29, 2017  
(To avoid late fees)**

Great Lakes Events LLC  
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Northern Kentucky Convention Center  
Covington, Kentucky

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### **DIRECT MATERIAL HANDLING SERVICES**

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#### **RATES INCLUDE THE FOLLOWING:**

- ◆ Unloading of material at convention facility and delivery to your booth
- ◆ Storage and return of empty containers at the close of the show. Due to Fire Marshall Regulations, empties may be stored outdoors.
- ◆ Reloading of material on to your carrier at the close of the show

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### **DIRECT SHIPPING INSTRUCTIONS**

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- ◆ Shipments will only be received during the move in period, **OCTOBER 14 – 16, 2017**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Events reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver's signature on the show site receiving reports will verify the total piece count and weight.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

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### **DIRECT SHIPPING INFORMATION**

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#### **LABEL EACH CRATE OR PACKAGE AS FOLLOWS:**

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)  
FOR: INVESTMENT CASTING 64<sup>TH</sup> TECHNICAL CONFERENCE AND EQUIPMENT EXPO  
GREAT LAKES EVENTS  
C/O NORTHERN KENTUCKY CONVENTION CENTER  
ONE WEST RIVERCENTER BLVD.  
COVINGTON, KY 41011  
859-261-1500

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### **DIRECT SHIPPING RATES**

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**

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**DIRECT SHIPMENTS:** Each shipment is considered separately. No cumulative weights will be allowed.

**Rate:** \$61.00 per cwt. (100 lbs.) see below for Overtime  
Minimum charge of 200 lbs. totaling \$122.00

**MACHINERY SHIPMENTS:** **Rates:** 200 – 2,000 lbs. **\$29.00** per cwt.  
2,001 – 5,000 lbs. **\$24.00** per cwt.  
5,001 + **\$20.00** per cwt.

**FREIGHT LOADING /UNLOADING ON OVERTIME HOURS:** Direct rate plus additional **\$7.50** per cwt.  
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday and Holidays.

**FREIGHT THAT ARRIVES AFTER THE SHOW OPENS:** Direct rate plus additional **\$ 7.00** per cwt.

**DIRECT SHIPMENTS**

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Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakesevents.com

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Covington, Kentucky

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO  
NORTHERN KENTUCKY CONVENTION CENTER**

**\*Please complete the method of payment form prior to the show as freight WILL NOT be released  
if payment information has not been completed\***

**DIRECT SHIPPING LABELS**

**TO:**

**BOOTH:**

**FOR:**

**INVESTMENT CASTING 64<sup>TH</sup>  
TECHNICAL CONFERENCE & EXPO  
GREAT LAKES EVENTS  
C/O NORTHERN KENTUCKY  
CONVENTION CENTER  
ONE WEST RIVERCENTER BLVD.  
COVINGTON, KY 41011**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN  
OCTOBER 14 – 16, 2017**

**TO:**

**BOOTH:**

**FOR:**

**INVESTMENT CASTING 64<sup>TH</sup>  
TECHNICAL CONFERENCE & EXPO  
GREAT LAKES EVENTS  
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COVINGTON, KY 41011**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN  
OCTOBER 14 – 16, 2017**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087

Investment Casting 64<sup>th</sup> Annual  
Technical Conference and Equipment Expo  
October 16 – 17, 2017  
Northern Kentucky Convention Center  
Covington, Kentucky

**THIS FORM MUST ACCOMPANY  
THE METHOD OF PAYMENT FORM**

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### GREAT LAKES TRANSPORTATION GUIDELINES

- ◆ Please complete this form only if shipping exhibit material with Great Lakes Transportation
- ◆ Credit card information must be on file prior to freight pick-up.
- ◆ Clearly label all shipments with the destination address. At show site you must complete an outbound Bill of Lading before leaving the facility. Complimentary shipping labels and Bill of Lading are available at the Great Lakes Events Exhibitor Service Desk.
- ◆ Any organization using Great Lakes Transportation must have the proper insurance coverage for shipping.

INSURANCE COVERAGE: \_\_\_\_\_

**FOR SHIPMENTS OVER 200 POUNDS GREAT LAKES TRANSPORTATION IS AVAILABLE FOR  
SHIPPING INBOUND TO ADVANCE WAREHOUSE OR SHOW SITE**

#### PICK UP INFORMATION:

Pickup Date: \_\_\_\_\_ Pickup Times: \_\_\_\_\_

Shipper Name: \_\_\_\_\_

Shipper Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*\*SHIPMENTS MUST BE AT LEAST 200 LBS FOR GREAT LAKES TRANSPORTATION PICKUP\*\***

Inbound Destination: \_\_\_\_\_ Advance Warehouse \_\_\_\_\_ Showsite Facility

Service Type: Circle Type

<u>Standard Ground</u>	<u>Speedy Ground</u>	<u>Next Day</u>	<u>Second Day</u>
3-5 Business Days	2-3 Business Days	Next Business Day	2 <sup>nd</sup> Business Day

Description of Shipment: Piece Count and Weight Required

\_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Pallet/Skid \_\_\_\_\_ Other

Total Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Does Pickup Location have a loading dock? YES NO  
\*if NO additional charges may apply

Is an "Inside Pickup" required (typical for Suite offices w/o loading docks)? YES NO

#### OUTBOUND AFTER SHOW CLOSING

Be sure to come to the Great Lakes Events Service Center to pick up your Bill of Lading

Consigned to (Company Name): \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Service Type: Circle Type

<u>Standard Ground</u>	<u>Speedy Ground</u>	<u>Next Day</u>	<u>Second Day</u>
3-5 Business Days	2-3 Business Days	Next Business Day	2 <sup>nd</sup> Business Day

Description of Shipment: Piece Count and Weight Required

\_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Pallet/Skid \_\_\_\_\_ Other

Total Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Does Delivery Location have a loading dock? YES NO  
\*if NO additional charges may apply

Is an "Inside Delivery" required (typical for Suite offices w/o loading docks)? YES NO

GREAT LAKES TRANSPORTATION



**Great Lakes Events LLC**  
**100 Bickford Street Rochester, NY 14606**  
**Phone: 585-458-2200 Fax: 585-458-5087**  
**Email: [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)**

## **Limits of Liability**

The consignment or delivery of shipments to Great Lakes Events by an exhibitor, or by any shipper to/or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth below

### **INSURANCE**

Great Lakes Events is not an insurer, the exhibitor should obtain insurance. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the closing of the show. Please indicate in the space below what your Exhibition Booth Insurance plans are for this event:

### **MANDATORY INSURANCE NOTIFICATION PLEASE RETURN TO GREAT LAKES EVENTS**

**COMPANY:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_  
**SHOW NAME:** Investment Casting 64<sup>th</sup> Annual Conference and Equipment Expo  
**WE HAVE CHOSEN THE FOLLOWING AS OUR INSURANCE COVERAGE (CHOOSE ONE)**  
**SELF – INSURED (INCLUDE COMPANY NAME):** \_\_\_\_\_  
**OTHER (INCLUDE COMPANY NAME):** \_\_\_\_\_

1. Great Lakes Events and its subcontractors shall not be responsible for damage or loss resulting from any act of the exhibitor or any shipper, including, but not limited to, improper packing or loading of materials, neglect to describe materials sufficiently, and neglect to mark materials properly.
2. Great Lakes Events and its subcontractors shall not be responsible for damage to/or loss of uncrated materials, or damage concealed from Great Lakes Events.
3. There may be a period of time between the delivery of the materials to the exhibitor's booth by Great Lakes Events and the arrival at the booth of a representative during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials during this period or at any time following delivery to exhibitor's booth.
4. Likewise, there may be a period of time between the packing of materials and pick-up by Great Lakes Events during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, damage or disappearance of materials during this period or at any time prior to reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Great Lakes Events to exhibitors, will be checked at time of actual pick-up from the booth and corrections will be made where discrepancies occur.
5. Empty labels will be available at the Great Lakes Events Service Center. It is the responsibility of the exhibitor or his representative to affix these labels to each empty container. All previous labels should be removed or obliterated. Great Lakes Events assumes no responsibility for the following: Not following procedures above, removal of empties with old labels and without Great Lakes Events labels, improper information on empty labels, the security of empties while in storage, the condition of empties upon return, materials stored in containers with empty labels, or damage to containers stored outside due to inclement weather.
6. Great Lakes Events and exhibitors subcontractors shall not be responsible for damage caused by inclement weather to storage crates that are stored outside.
7. Claims for loss or damage, while on premises, must be reported immediately to Great Lakes Events. An incident report must be completed and submitted to your insurance company or Great Lakes Events within 24 hours. No claim or dispute will be accepted any later than 30 days after such claim or dispute arises. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action.
8. Great Lakes Events and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit those materials. The liability of Great Lakes Events and its subcontractors shall be limited to their negligence in the actual physical handling of the materials in its shipments. If the exhibitor and/or representative is supervising the handling and/or spotting of exhibit, machinery or display, the exhibitor and/or representative will assume responsibility.
9. In the event that Great Lakes Events or its subcontractors are liable for negligence, any recovery against Great Lakes Events shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, the maximum liability of Great Lakes Events or its subcontractors shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less, unless the exhibitor or other shipper discloses or declares that the goods have a greater value.

**LIMITS OF LIABILITY**

***Continued... .***

10. Great Lakes Events and its subcontractors shall not be liable for damage to or loss of materials of unusual or special value unless their true character and value is stated at the time of the shipment.
11. The provisions limiting the liability of Great Lakes Events and its subcontractors shall be fully severable, and if any such provision shall be unenforceable under the laws of any jurisdiction, that provision shall be considered deleted, without affecting any other provision of this section, and in its place shall be submitted a provision as alike as possible in tenor and effect as shall be enforceable.
12. Great Lakes Events and its subcontractors shall not be responsible for any loss, damage, or delay due to thievery, defective equipment, breakage, leakage, dangers of the sea or lake, weather, fire, Acts of God, acts of a public enemy, acts or mandates of a public authority, the inherent nature or propensities of any material to be handled, strikes, lockout or work stoppages of any kind, delay caused in transportation or delivery other than delay caused by the negligence of Great Lakes Events or its subcontractors, or to any other cause beyond the control of Great Lakes Events or its subcontractors.
13. In the event that the carrier, designated by the EXHIBITOR, does not pick up materials within the allotted time, Great Lakes Events will have the authority to reroute the exhibitor's materials onto the house carrier. Great Lakes Events will not be responsible for any loss from such rerouting and/or handling. Great Lakes Events will not be held liable for any failure to provide these terms and conditions to the exhibitor and/or representative.
14. If a dispute between Great Lakes Events and the exhibitor occurs, and is relative to a loss, damage, or claim, the exhibitor shall not withhold any payment for any services provided by Great Lakes Events. All claims against Great Lakes Events will be considered a separate instance, and shall be resolved on its own.
15. If Great Lakes Events is found liable for any loss or damage, the maximum liability to an exhibitor's materials is limited to repairing or replacing, with relative likeness and quality. The dollar amount will be limited to the amount paid by the exhibitor to Great Lakes Events for material handling services.
16. Great Lakes Events and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
17. Great Lakes Events and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Great Lakes Events or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Great Lakes Events.
18. Great Lakes Events and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.
19. Claims for loss, injury or damage which are not submitted to Great Lakes Events within thirty (30) days of the close of the show on which loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action therefore.
20. Great Lakes Events and its subcontractors shall not be responsible for improper packing of exhibitor material and its products or incorrect labeling if working under the supervision of the exhibitor.
21. Great Lakes Events and its subcontractors shall not be responsible for improperly packed or concealed damages to exhibits.
22. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in numbers 16 through 21 above.

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### **IMPORTANT SHOW CLOSING GUIDELINES**

*Carefully read the following move out procedures to allow for an organized and safe move out.*

- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to be done.*
- ◆ *It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show. Please notify your carrier of the designated carrier check in date and time.*
- ◆ *A bill of lading must be filled out and returned to the Great Lakes Events Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx). Be sure to fill out one per destination.*
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Great Lakes Events Service Desk. Any materials being shipped out FedEx and UPS must have the appropriate shipping labels, these will not be provided for you.*
- ◆ *All exhibitors must settle their account with Great Lakes Events before receiving a bill of lading.*
- ◆ *Great Lakes Transportation has been chosen as the recommended carrier of outbound freight for this show. A representative will be on-site to answer questions and arrange shipments.*
- ◆ *In the event that your carrier fails to check in by the designated deadline.*  
**OCTOBER 18, 2017 BY 9:00 A.M.**  
*Great Lakes Events reserves the right to reroute your shipment via Great Lakes Transportation. Please note: After the deadline Great Lakes Events assumes responsibility for these shipments and the exhibitor assumes the responsibility for the shipping charges.*
- ◆ *Great Lakes Events strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Events is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

**YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED**

**SHOW CLOSING**