



P.O. Box 21245 - Louisville, KY 40221
 Ph. (502) 969-8588
 email - andy@agxofky.com

DEADLINE FOR RETURN OF FORM: *2 weeks prior to
 move in *

Form A FURNITURE RENTAL ORDER FORM

Payment Policy -

Payment in full, including tax, must accompany order and be received by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancellation Policy -

Cancellation after the deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -

Requests after deadline will be filled as available at the standard rates.

Color/Size Selection-

Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

Miscellaneous Accessories				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	Stack Chair, Gray/Padded, No Arms	\$35.00	\$45.00	
	Stool 30" Gray w/ back	\$50.00	\$60.00	
	Wastebasket w/ Liner	\$10.00	\$12.00	
	Easel, Chrome/Tripod	\$20.00	\$25.00	
	Stanchion, Chrome	\$35.00	\$50.00	
	Stanchion Rope, Blue/Padded	\$20.00	\$25.00	
	White Plastic Chain (per Ft.)	\$2.00	\$3.00	
	Stanchion, Black/Metal	\$10.00	\$15.00	

Special Booth Draping				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	White Vinyl Table Cover	\$6.00	\$8.00	
Ft	Special Skirting, 30" Ht./per Linear Ft.	\$3.00	\$5.00	
Ft	Special Skirting, 40" Ht./per Linear Ft.	\$5.00	\$7.00	
Ft	Siderail Drape, 36" Ht./per Linear Ft.	\$3.00	\$4.00	
Ft	Siderail Drape, 96" Ht./per Linear Ft.	\$6.00	\$8.00	

Circle Color Selection

Black	Blue	Burgandy	Gold	Teal
Gray	Red	White	Hunter Green	

Wood Risers (No Draping)				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long, 12" Wide x 12" High	\$15.00	\$20.00	
	6' Long, 12" Wide x 12" High	\$20.00	\$25.00	
	8' Long, 12" Wide x 12" High	\$25.00	\$30.00	

Display Tables - 30" High x 2' Wide				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long Table SKIRTED 3 SIDES	\$75.00	\$85.00	
	6' Long Table SKIRTED 3 SIDES	\$90.00	\$100.00	
	8' Long Table SKIRTED 3 SIDES	\$95.00	\$110.00	
	4' Long Table NOT SKIRTED	\$35.00	\$40.00	
	6' Long Table NOT SKIRTED	\$40.00	\$50.00	
	8' Long Table NOT SKIRTED	\$45.00	\$55.00	
	4th Side Skirted 6' or 8' (30" or 40")	\$35.00	\$45.00	

Circle Color Selection

Black	Blue	Burgandy	Gold	Teal
Hunter Green	Gray	Red	White	Expo Green

Display Tables - 40" High x 2' Wide				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long Table SKIRTED 3 SIDES	\$85.00	\$100.00	
	6' Long Table SKIRTED 3 SIDES	\$95.00	\$110.00	
	8' Long Table SKIRTED 3 SIDES	\$105.00	\$120.00	
	4' Long Table NOT SKIRTED	\$45.00	\$55.00	
	6' Long Table NOT SKIRTED	\$50.00	\$60.00	
	8' Long Table NOT SKIRTED	\$55.00	\$65.00	

Circle Color Selection

Black	Blue	Burgandy	Gold	Teal
Hunter Green	Gray	Red	White	Expo Green

Wood Risers With Draping				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long, 12" Wide x 12" High	\$30.00	\$40.00	
	6' Long, 12" Wide x 12" High	\$40.00	\$50.00	
	8' Long, 12" Wide x 12" High	\$50.00	\$60.00	

Circle Color Selection

Black	Blue	Burgandy	Gold	Teal
Hunter Green	Gray	Red	White	Expo Green

No credit will be given after close of event on items or services ordered but not received. If you have a problem, please see the Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental(not sale) during the event, and removal.

NOTE: NO EXHIBITOR MATERIAL CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING.

NO RENTAL ITEMS/MATERIAL(S) may be ALTERED in any way. ANY and ALL DAMAGES /ALTERATIONS WILL BE CHARGED at REPLACEMENT COST (rental rate will not apply as credit) and will be the RESPONSIBILITY of the EXHIBITOR.

Subtotal \$ _____

****TRANSFER THIS AMOUNT TO LINE A ON THE PAYMENT INFORMATION PAGE*****

Name of Event: _____ Booth # _____ Firm Name: _____
 Phone: (____) _____ Fax: (____) _____ Address _____
 (street) (City) (State) (Zip)

Print/Type Name: _____ Signature: _____ Date: _____

*****THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED****
 PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!**



CARPET RENTAL ORDER FORM

**P.O. Box 21245 - Louisville, KY 40221
Ph. (502) 969-8588**

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Standard Exhibit Booth Carpet

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area exhibit carpet is desired, see selection below.

CHECK ONE		DISCOUNT RATE	STANDARD RATE	CHECK ONE		DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/>	9 Ft. X 10 Ft.	\$140.00	\$175.00	<input type="checkbox"/>	9 Ft. X 30 Ft.	\$405.00	\$455.00
<input type="checkbox"/>	9 Ft. X 20 Ft.	\$270.00	\$310.00	<input type="checkbox"/>	9 Ft. X 40 Ft.	\$540.00	\$600.00

Blue Grey Red Hunter Green Black Burgandy Teal

Complete Exhibit Area Carpet

Complete exhibit area carpet price includes laying, trimming, seaming, wastage, edge, taping rental and removal for carpet specifically cut to your exact measurements.

Complete Area Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/>	\$2.05/Sq. Ft.	\$2.45/Sq. Ft.	

Blue Grey Red Hunter Green Black Burgandy Teal

Custom Decorators Plush Carpet

Custom carpet is an upgrade 34oz. Carpet in 15 decorator colors. Minimum order is 300 Sq. Ft. Orders must be received in our office 4 weeks prior to show.

<input type="checkbox"/>	Custom Carpet Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @ \$2.75/Sq. Ft. = \$ _____
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Check color desired for custom carpet (Samples available upon request).

<input type="checkbox"/> Silver Grey	<input type="checkbox"/> Berry	<input type="checkbox"/> Emerald	<input type="checkbox"/> Black	<input type="checkbox"/> Plum
<input type="checkbox"/> French Beige	<input type="checkbox"/> Charcoal	<input type="checkbox"/> White	<input type="checkbox"/> Colony Blue	<input type="checkbox"/> Peacock
<input type="checkbox"/> Grey Pearl	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Blue Mist	<input type="checkbox"/> Red	<input type="checkbox"/> Cream,

Padding - Protective Plastic Covering - Tape

6 lb. Padding Area Size _____ Ft. x _____ Ft. _____ Sq. Ft. @ \$1.15/Sq. Ft. = \$ _____
Plastic Area Size _____ Ft. x _____ Ft. _____ Sq. Ft. @ \$0.30/Sq. Ft. = \$ _____

Vacuuming / Shampoo

- DAILY VACUUM Carpet is vacuumed ONCE before initial opening of exhibit and DAILY thereafter.
- Per Day - Carpet Size _____ x _____ = _____ Total Sq. Ft. x \$0.30 per Sq. Ft. _____ x # of Days = Total \$ _____
- Over 1000 Sq. Ft. - Carpet Size _____ x _____ = _____ Total Sq. Ft. x \$0.25 per Sq. Ft. _____ x # of Days = Total \$ _____
- ONE TIME VACUUM-Carpet is vacuumed ONCE before initial opening of exhibit: Total Sq. Ft. _____ X \$0.35 per Sq. Ft. = Total \$ _____

There will be an additional charge for cleaning carpets that are subjected to excessive wear and such as wood shavings, food sampling, landscape, etc.

Name of Event: _____ Booth # _____ Firm Name: _____ Phone: () _____
 Address _____ Fax: () _____
 (street) (City) (State) (Zip)

Subtotal \$ _____

Print/Type Name: _____ Signature: _____ Date: _____

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Services and Equipment Ordered

* NOTE: ONLY COMPLETE INFORMATION ASSOCIATED WITH ENCLOSED FORMS*

- A) Furniture Rental Order Form _____ \$ _____
- B) Carpet Rental Order Form _____ \$ _____
- C) Chrome Grid Wall and Panel Board Order Form _____ \$ _____
- D) Hanging Sign Information _____ Non Taxable \$ _____
- E) Display Labor In Booth Forklift Service Order Form _____ Non Taxable \$ _____
- F) Special Furniture _____ \$ _____
- G) Freight _____ Non Taxable \$ _____

NOTE: ALL SALES/RENTALS ARE SUBJECT TO KENTUCKY SALES TAX
IF EXEMPT FROM SALES/USE TAX WITHIN THE STATE OF KENTUCKY
WE MUST HAVE A COPY OF YOUR CERTIFICATE OF EXEMPTION FORM
FOR OUR FILES OR YOU MUST PAY APPLICABLE TAX.

Subtotal: _____
6.00% State Sales Tax: _____
Non-Taxable Total: _____
TOTAL: _____

Payment By Check

PLEASE MAKE CHECK TO:
A.G. Exhibitions

Please Complete The Following:

Check Number _____ Dated _____ In Amount Of \$ _____

NOTE: All checks are deposited upon receipt. Do not post date. There is a \$35.00 for all checks returned by bank.

Payment By Credit Card

Please complete ALL information. Note: All charges are processed thru our Louisville, Ky office.

Card Member Name: _____

Card Type: VISA MASTERCARD AMEX

Account Number:

Expiration Date: Signature: _____

NOTE: PLEASE INCLUDE THE ID NUMBER AS SHOWN ON THE BACK OF CARD

NOTE: ORDERS RECEIVED WITHOUT PAYMENT, IN FULL (TAX INCLUDED) WILL NOT BE PROCESSED AND WILL NOT BE ENTITLED TO ADVANCE DISCOUNT RATE

Name of Event: _____ Booth # _____ Firm Name: _____

Phone: (____) _____ Fax: (____) _____

Print/Type Name: _____ Signature: _____ Date: _____

Address (Street, City, State, Zip): _____

Date Received: _____ Invoice # _____ Check # _____ Amount: _____

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Food & Beverage Sampling Form

Southern Hospitality Concessions, LLC retains the exclusive right to provide, control, and maintain all food and beverage services within the Fairgrounds Nashville.

- The food and beverage department (Southern Hospitality Concessions) of the Fairgrounds Nashville reserves the right to provide all cash, credit, and contracted service designated for on-site consumption.
- Sample products must **(1) be manufactured or sold by the booth vendor, (2) conform to the approved sample size and (3) be sampled within the designated booth area only.**
- Sample sizes of approved product may be no larger than 2 ounce/volume of food or 2 fluid ounces of non-alcoholic beverage.
- Sampling of any alcoholic beverage, or products containing CBD, is strictly controlled by Southern Hospitality Concessions in accordance with local & state government law. Approval of such sampling requires specific conditions, time, and attention to accomplish and is not guaranteed.
- Sampling of any alcoholic, non-alcoholic, or food-based products that contain THC or other hemp-derived cannabinoids including, but not limited to, Delta 8, Delta 10, HHC, THCP, THCV or THCA are strictly prohibited.
- All sample requests must be received 30 days in advance of the event date. Approval is not guaranteed until we have received this request, confirmed compliance with the above criteria and signed off on the item(s) indicated.

Event Name	Sampling Company Name	Booth #	Dates Sampling

Item	Portion Size / Quantity	Method of Dispensing Sample

Selling of Food & Beverage:

- No food or beverage deemed consumable on premise may be sold.
- Determination of a product's in-house consumability is at the sole discretion of the Fairgrounds Nashville's Food & Beverage staff. Consideration of any food or beverage item must occur through submission on this form for approval or denial. We strongly suggest that no costs are incurred in the purchase of such products prior to receiving approval.

Waiver of Liability:

The above company and its representatives releases the Fairgrounds Nashville and Southern Hospitality Concessions, LLC from any and all liability arising from the production, distribution and consumption of any of the food or beverage products that they prepare and serve to their staff or the public in conjunction with this event. The above company further agrees to be responsible for any and all legal fees resulting from any legal actions that result from said food and beverage product brought in, their preparation, service, consumption & disposition.

I have read and understand the above: Signature: _____

Printed Name: _____ Date Submitted: _____

Approved: _____	Date: _____
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Return to: Erin Ibay - General Manager, Food & Beverage
Email: ibay@sohoconcessions.com