



# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

## Whitman Baltimore Coin and Currency Conventions

Show Dates: March 4-7, 2010

Baltimore Convention Center, One West Pratt St., Baltimore, MD 21201

### Order Form for Additional Booth Amenities

Booths come equipped as follows as a standard package.

**Regular Single table booth:** Front table, backup table, sign(s), four chairs, waste container.

**Corner Booth:** Front, side and backup tables, sign(s), six chairs, waste container.

*The furnishings listed above are part of the provided standard booth package.*

*Order extra/additional items below.*

Order additional/extra furnishings below:

Executive Chair w/wheels	_____ @	\$79.50 (30 days prior to show) on site rate is \$100.50	_____
Secretary Chair w/wheels	_____ @	\$48.50 (30 days prior to show) on site rate is \$63.60	_____
Booth Carpeting (Blue)*	_____ @	\$139.50 (30 days prior to show) on site rate is \$167.00	_____
Table Skirting (Blue)*	_____ @	\$61.20 (30 days prior to show) on site rate is \$72.50	_____

\*carpet based on 10' increments; skirting is a per table price.

Tables (undraped) 4'	_____ @	\$39.10 each
Tables (undraped) 6'	_____ @	\$44.50 each
Tables (undraped) 8'	_____ @	\$49.90 each
Padded Chairs	_____ @	\$21.00 each

Sub- Total: \$ \_\_\_\_\_

MD Sales Tax – 6% \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Attn: Michelle Price  
George Fern Co.  
1147 S. White River Pkwy. E. Dr.  
Indianapolis, IN 46225  
Ph: (317) 635-9606 | Fax: (317) 634-0993  
Email: [mprice@georgefern.com](mailto:mprice@georgefern.com)

***Please complete Form and  
send with payment to:***

Booth Holder Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_



# MATERIAL HANDLING TERMS AND CONDITIONS

**STRAIGHT TIME RATES QUOTED** are for Monday through Friday 8:00 A.M. - 3:00 P.M. OVERTIME will be charged before 8:00 A.M. and after 3:00 P.M. on weekdays and on Saturday, Sunday, or Holidays.

**RATES APPLY** to each pound with a 200 lb. minimum and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

**SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING** at the convention facility will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment not delivered on a flat bed truck, etc.) Material will be unloaded from vans, exhibitor's truck, or trucks of others at the convention facility, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

**SPECIAL SERVICES AND RATES** - George Fern Co. will provide steel banding services at \$ 1.00 per lin. ft. as well as shrink wrap services for packaging of displays and equipment at \$45.00 per skid-shrink wrap. Please see the George Fern Co. Service Desk. Fork lifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved into and out of the exhibit facility for \$100.00 per round trip.

**COLLECT SHIPMENTS** may be refused or accepted at the option of the George Fern Co. In cases where the George Fern Co. elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to the George Fern Co. 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 \$10.00 MINIMUM fee will apply to this service.

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

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

**EMPTY CONTAINER STORAGE** - Properly labeled empty containers of freight handled by the George Fern Co. will be removed and returned to the booth; empty labels will be available at the service desk. Affixing labels is the sole responsibility of the Exhibitor or representative who must remove or obliterate all old labels. **The George Fern Co. assumes no responsibility** for removal of containers with old empty storage labels and without George Fern Co. labels, improper information on empty labels, or valuables stored in containers with empty labels. Handling of empty containers of Freight not brought in by the George Fern Co. may be available at an additional charge, predicated upon availability of storage space.

**OUTBOUND SHIPPING INSTRUCTIONS** should be given to the George Fern Co. at the Convention Center Service area during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the George Fern Co. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the George Fern Co. and shipped with the information available at the time. The George Fern Co. will not be liable for shipping errors subsequent to the convention unless it has specific written instructions and has failed to honor them. The condition, count, and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter Exhibitor's bill of lading to reflect actual condition, count, and contents found.

**DAMAGE TO EXHIBITS** while they are being loaded, unloaded or conveyed to the various booths or common carrier by the George Fern Co. will be its responsibility. The George Fern Co. WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the George Fern Co. is limited to \$.10 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles of shipments are in excess of those stated above.

**EXHIBIT LOSS OR DISAPPEARANCE** - The George Fern Co. 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 the George Fern Co. 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. The George Fern Co. and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, the George Fern Co. 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 the George Fern Co. 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. The George Fern Co. and its subcontractors shall not be responsible for any loss or damage that may occur during such period. The George Fern Co. and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to the George Fern Co. 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 the George Fern Co. 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 the George Fern Co. for any services provided by the George Fern Co. as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay the George Fern Co. within thirty days from the close of the exhibition to which Exhibitor's shipment(s) relate(s) for all service, and such Exhibitor shall pursue any claim against the George Fern Co. 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 the George Fern Co. 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.

**EXHIBITS TO BE STORED** will be charged at a rate of \$.05 /lb. per month, with a minimum monthly rate of \$30.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 14 days prior to the show.

# EXHIBIT MATERIAL RUSH

*"FOR ADVANCE WAREHOUSE ONLY"*

TO: \_\_\_\_\_

ROADWAY % GEORGE FERN CO  
5101 WASHINGTON BLVD  
BALTIMORE, MD 21227  
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: BALTIMORE COIN & CURRENCY

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

MUST RECEIVE BY: \_\_\_\_\_

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

MUST RECEIVE BY: \_\_\_\_\_

Return to:

# George Fern Company

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Nationwide

DEADLINE for return of this form: March 1, 2010

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

# Thank You

We have reviewed the attached order forms but DO NOT need services or materials from the George Fern Co. for this event. Should our requirements change, we understand that we can order equipment and services at the show, at the prevailing floor order prices.

Our Company Name is \_\_\_\_\_

Our Booth Number is \_\_\_\_\_

(Please return this form promptly so that you will not receive follow up communications)

Name of Event **BALTIMORE COIN & CURRENCY 3-9831-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Must be received in our office by deadline)*