



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 816.221.0525  
Fax: 816.471.1602  
email:jknudtson@fernexpo.com

## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

**Discount Deadline:**  
**July 13, 2017**

### Booth Equipment

Each 10' x 10' booth includes:

- 1 - 8' Draped Table
- 2 - Side Chairs
- 1 - Wastebasket
- 1 - 7" x 44" Identification Sign

All booths will be carpeted in gray.

### Move-in Dates & Times

Thursday, July 27, 2017

9:00 AM - 5:00 PM

### Show Colors

Booth Drape: Black/White/Black

### Show Dates & Times

Thursday, July 27, 2017

5:00 PM - 8:00 PM

Friday, July 28, 2017

9:30 AM - 5:00 PM

Saturday, July 29, 2017

9:30 AM - 1:00 PM

### Show Management

American Academy of Family Physicians | Kristy Sloan, CEM  
11400 Tomahawk Creek Parkway | Leawood, KS 66211  
Phone: 913.906.6222 | email: ksloan@aafp.org

### Move-out Dates & Times

Saturday, July 29, 2017

1:00 PM - 3:00 PM

### Advance Warehouse Shipments

Must Arrive Between:

June 26th - July 21st, 2017

Carriers must be checked in at event site for move-out by:  
Saturday, July 29, 2017 2:00 PM

### Show Site Shipments

Cannot Arrive Before:

Thursday, July 27, 2017

### About this Exhibitor Kit

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

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

We look forward to serving you.

### Ways to order:

#### ONLINE\*

Login & Place Orders:  
[oe.fernexpo.com](http://oe.fernexpo.com)

#### FAX\*

Send completed forms to:  
Fax: 816.471.1602

#### MAIL

Send completed forms to:  
Fern  
751 Wyoming Street  
Kansas City, MO 64101

*\*Credit Card Transactions Only*



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### SAFETY

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the Fern Service Desk or the Display Labor Service order form included in this Exhibitor Service Manual.

### UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently, we have an agreement with the local Stagehand Union to provide for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Stagehand Union.

### MATERIAL HANDLING

Currently we have a labor agreement with the local Teamsters Union. Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of Fern dollies, flat trucks or other mechanical equipment is not permitted. Fern must control access of the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services are reflected on the Material Handling and Freight Service order form included in this Exhibitor Service Manual.

### GRATUITIES

Fern requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the Fern Service Desk.

### INSURING YOUR PRODUCT

It is understood that Fern is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the Limits of Liabilities included in this Exhibitor Services Manual.



#### **NOTICE TO EXHIBITORS AND LESSEES:**

Listed below are regulations that will be enforced during all events. It is requested that this information be listed in show brochures, programs and/or exhibitor packets. It is your responsibility to inform your exhibitors and personnel associated with your event of these regulations.

1. Decorations, signs, posters, adhesive back decals etc., may not be taped, nailed, tacked, or otherwise fastened to ceilings, painted surfaces, columns, glass doors, marble, fabric, walls, or City owned podiums.
2. Signs used in the building, must be produced by a professional sign company or computer-generated. Hand-made signs or signs written in long-hand will not be allowed in the building.
3. Approved tape 3M 9589 (double side adhesive), 3M 471 (single side adhesive) and Gaffers tapes are the only approved products for booth markings and carpet applications within the facility. Applied tapes and any residue must be removed from all surfaces prior to move-out.
4. Paint, shoe polish and unapproved tapes are not allowed to be used in the facility.
5. No drilling of the structure is allowed. Any means of attachment must be non-destructive to the structure.
6. Helium and air filled balloons are not allowed inside the facility.
7. The Convention and Entertainment Facilities' permanent graphics, signs, or displays may not be visibly blocked or relocated. Temporary signs cannot be repositioned without prior approval from the Facility Manager.
8. All doors to mechanical rooms, operation rooms, and offices need to be kept clear and free of draping or storage by exhibitors and service providers.

9. Utility panels, switch gear, hose cabinets, standpipes, and fire floor ports must remain accessible at all times.
10. No temporary or permanent cables or wires will be installed in public or non-public areas without prior permission from the Facility Manager. Approved cables or wires must be plenum rated and installed by exclusive utility provider and removed upon client contract expiration by exclusive utility provider.
11. Electrical/mechanical rooms are restricted access areas with only authorized personnel allowed.
12. There are no surface mounted drains in the Exhibit Halls. Therefore, floor ports will not be used for the dumping of any substances.
13. Escalators and passenger elevators are for use by the general public, and may not be blocked or used to transport equipment, catering food or freight.
14. Motorized equipment with tracks or metal wheels is not permitted to be mobile within the facility.
15. Utilities to exhibits are subject to be turned off during non-show hours. Twenty-four hour power is available upon request, and is subject to additional charges.
16. Per City Ordinance, smoking is not allowed within 20 feet of any entrance to the facility. All smoking areas must be located on the apron away from the loading and dumpster areas.
17. No parking is allowed in fire lanes, service streets, vacant exhibit halls, loading dock areas, or any other location posted "No Parking." Unauthorized vehicles will be removed or towed at the owner's expense.
18. No loading, unloading, or parking is allowed on plazas, sidewalks, or public entrances without prior approval of the Facility Manager.
19. Trailers cannot be unhooked from vehicles while inside the building.
20. Blocking of truck door eye sensors and parking of metal items on truck door loops is not permitted. All doors must remain closed when not in immediate use.
21. Escalators and passenger elevators are for use by the general public, and may not be blocked or used to transport equipment or freight.

22. Freight elevators are to be used for all freight and equipment movement.
23. Vehicles (car, truck, van, SUV, etc.) are prohibited on freight elevators.
24. All crates stored on the covered dock must maintain a twenty-four (24)-inch clearance from the ceiling and fire sprinkler heads. Crates must be stored in such a way as to maintain a clear drive aisle for emergency vehicles.
25. The Convention and Entertainment Facilities does not accept freight shipments for exhibitors or lessee. Freight must be consigned to the official show service providers or lessee during the lease period.
26. All curtains, table skirts, drapes, and decorations must be either be constructed of flameproof material, treated with an approved flame proofing material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as necessary to maintain the flame proofing effect.) All such material is subject to inspection and flame testing by the Fire Marshal. No combustible materials, merchandise, or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flame proofed.
27. All evergreen used for decorating must be flame retardant, live, and growing (no cut trees) and balled in burlap. No pine boughs or cuttings are allowed.
28. Automobiles, trucks, boats, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than five (5) gallons of fuel, or one-fourth (1/4) of a tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Any vehicles requiring battery power for demonstration must use an auxiliary power source.
29. All sales of food items and novelties must be arranged through the Facility's exclusive concessionaire. No food or drink may be brought into the Facility without prior approval of the Facility Manager.
30. Sample-size food, of one (1) ounce or less, and/or beverage products consisting of three (3) ounces or less may be distributed by exposition sponsoring organizations and/or their exhibitors upon authorization of the Show Manager and the Facility Manager.

31. Animals in the facility, for reasons other than assisting disabled persons, must have prior approval from the Facility Manager, and must be permitted through Animal Control.
32. All plantings, water features, etc. must have waterproof plastic materials underneath the exhibit.



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### SHOW SERVICES & EQUIPMENT ORDERED

Exhibit Display Rental	\$ _____
Furniture Rental	\$ _____
Premium Furniture Rental	\$ _____
Carpet Padding	\$ _____
Graphics	\$ _____
Plants & Floral	\$ _____
Cleaning Services*	\$ _____
Display Labor Services‡*	\$ _____
Material Handling‡*	\$ _____
Fern Transportation**	\$ _____

<b>Sub Total:</b>	\$ _____
Sub Total Taxable	\$ _____
Sub Total Non Taxable	\$ _____
Sales Tax 9.350%	\$ _____
<b>Grand Total:</b>	\$ _____

\* Non taxable

‡ Pay Estimated Cost

### CREDIT CARD INFORMATION

Card Type:  VISA  MC  AMEX  DISC

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ / \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cardholder's  
Signature: 

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

### CHECK INFORMATION:

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

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

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

### BANK WIRE INFORMATION

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

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

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

### EXHIBITOR INFORMATION

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

payment authorization



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### EXHIBITING COMPANY AUTHORIZATION

Exhibiting Company Name and Booth #:

Exhibitor Signature:

X

### Services to be provided by Third Party:

Exhibit Display Rental	\$ _____
Furniture Rental	\$ _____
Premium Furniture Rental	\$ _____
Carpet Padding	\$ _____
Graphics	\$ _____
Plants & Floral	\$ _____
Cleaning Services*	\$ _____
Display Labor Services‡*	\$ _____
Material Handling‡*	\$ _____
Fern Transportation**	\$ _____

Sales Tax 9.350%	\$ _____
Grand Total	\$ _____

### THIRD PARTY CREDIT CARD INFORMATION

Card Type:  VISA  MC  AMEX  DISC

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ / \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cardholder's

X

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

**CHECK INFORMATION:** Checks must be in U.S. funds drawn on a U.S. bank.

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

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

### BANK WIRE INFORMATION

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

\* Non taxable

‡ Pay Estimated Cost

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

### THIRD PARTY PAYOR INFORMATION

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

third party payment authorization



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### EXHIBITOR TERMS & CONDITIONS

**YOU ARE ENTERING INTO A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** The terms and conditions set forth below, together with any applicable Order, become a part of the agreement (the "Agreement") between FERN and you, the EXHIBITOR. You are agreeing you have been fully advised, understand completely, and are willing to accept the following terms and conditions. By exhibiting, ordering or receiving goods or services, requiring transportation of goods to or from, or acting as an agent for another exhibitor, at a show which FERN is the service contractor, you accept and agree to be bound by these terms and conditions.

#### DEFINITIONS:

For purpose of this Agreement, "FERN", "we", or "us" means Fern Exposition Services, LLC and its employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors we may appoint. "EXHIBITOR" or "you" means the EXHIBITOR set forth in an applicable Order, its employees, agents, representatives, and any EXHIBITOR appointed contractor ("EAC"). "Order" means the purchase order, work order or other similar order form accompanying these terms and conditions, which together with these terms and conditions comprise the entire Agreement between FERN and EXHIBITOR.

#### PAYMENT TERMS:

We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. **PLEASE NOTE THAT PURCHASE ORDERS'S ARE NOT ACCEPTED AS A FORM OF PAYMENT.** All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

To Pay by Check - Please mail check including show, booth, and company name, to:

Fern, 645 Linn Street, Cincinnati, OH 45203

We cannot accept checks drawn on foreign banks.

All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day (which equates to an annual interest rate of 21%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts.

Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place.

You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.]

Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

#### FERN'S RESPONSIBILITIES:

We are only responsible for those services which we directly provide to you. We assume no responsibility for any persons, parties or other contracting firms not under our direct supervision and control. We shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond our reasonable control, nor for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and you accept responsibility thereof.

#### PACKAGING AND CRATES:

We shall not be responsible for damage to lose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, we shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

#### STORAGE:

We assume no liability for loss or damage to crates or containers or the contents therein while containers are in storage, including but not limited to accessible storage or cold storage. You acknowledge that storage charges are for the use of the space and are not a form of insurance or a guarantee of security.

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of you or your representatives. All previous labels should be removed or obliterated. We assume no responsibility for your failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of empty containers only and we shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.



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### SHOW SITE:

You are solely responsible for damage or loss to any rental items in your possession or under your control in connection with your performance hereunder, including but not limited to damage or stains to carpet. Neither you nor your EACs may bring or use any kind of lift on the exhibit floor.

Our working hours are subject to change due to holidays, time of day or night worked, amount of time worked, and specific facility or union guidelines. The normal categories of hourly charges are: straight time, overtime, double time and holiday pay. Such hourly charges shall be set forth on the applicable Order.

### INBOUND SHIPMENTS:

Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and your arrival or that of your representatives, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft, or disappearance of your materials after same have been delivered to your booth at the show site.

We shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and our receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt.

### OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft or disappearance of your materials before same have been picked up for reloading or delivered to your carrier at the conclusion of the event.

We are not responsible for shipments left in your booth or elsewhere. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Circumstances may also warrant these items be sent to a remote facility and shipped from there. You will be responsible for any additional charges that result. You should insure yourself and your equipment and materials against loss or theft. We also recommend that you engage security services from the facility or show management.

All Material Handling Forms submitted to us by you will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to us and the actual count of such items at the booth at the time of pick-up.

We retain the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. A disposal fee will be charged to your account.

We load materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. We assume no responsibility or liability for loss, damage, theft or disappearance of your materials that is caused by, arises out of or related to improperly loaded materials.

### RE-ROUTED FREIGHT:

In order to expedite removal of materials from show site as required by show management and/or the facility, we shall have the authority to change the your designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by you, materials may be taken to a remote location to await your shipping instructions, and/or consigned to carrier of our choice. You agree to be responsible for charges relating to such rerouting and handling.

### INSURANCE:

It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by you, at your sole costs and expense from a third-party insurance provider. You agree to provide, and to cause your insurance carrier to provide, us with a release of subrogation to the extent of any insurance settlement

### CLAIMS FOR LOSS:

You agree that in order to have a valid claim, notice of loss or damage to materials must be given to us or our agent within 24 hours of occurrence of any incident or prior to show close/removal, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost or damaged, asserting our liability for alleged loss or damage and documentation indicating the specified or determinable dollar value of the claim. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between you and us related to any loss, damage or claim, you shall not be entitled to and shall not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered separate transactions and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, our sole and exclusive MAXIMUM liability for loss or damage to your materials and your sole and exclusive remedy is limited to \$0.50(USD) per pound per article with a maximum liability of \$100.00(USD) per item, or \$1,500.00(USD) per occurrence/shipment, whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items compromising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform your responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.



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### **DECLARED VALUE:**

Declarations of declared value are between you and your selected carrier ONLY and are in no way an extension of our maximum liability stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

### **FACILITIES AND SHOW ORGANIZERS:**

You agree and understand that you, your agents and anyone working on your behalf must abide by and adhere to the rules and regulations of the facility being worked at, as well as any rules and regulations implemented by the show organizers.

### **TERMINATION:**

We may terminate this Agreement immediately upon written notice in the event you breach any term or provision hereof. We may also terminate this Agreement for any reason or no reason upon ten (10) days prior written notice to you. In either case, you shall be responsible for any fees or charges incurred prior to the effective date of such termination.

### **INDEMNIFICATION:**

You agree to indemnify, defend and forever hold harmless FERN and our employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following:

- Your negligent supervision of your personnel (including, but not limited to, any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, customers, invitees and/or any EAC.
- Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of your employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this Agreement relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of our equipment.
- Your violation of federal, state, county or local ordinances.
- Your violation of show regulations and/or rules as published and set forth by the facility and/or show management.

### **WAIVER AND RELEASE:**

You agree to waive and release all claims against us with regards to all matters for which we have disclaimed liability pursuant to the provisions of this Agreement.

### **SEVERABILITY:**

If any provision of this contract is deemed to be invalid, illegal, or not enforceable, the remainder of this contract shall remain in effect and not be impacted by such findings.

### **WAIVER:**

No waiver by us of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by us. No failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

### **ASSIGNMENT:**

You shall not assign, transfer, delegate or subcontract any of your rights or obligations under this Agreement without our prior written consent. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve you of any of your obligations hereunder. We may at any time assign or transfer any or all of its rights or obligations under this Agreement without your prior written consent to any affiliate or to any person acquiring all or substantially all of our assets.

### **RELATIONSHIP OF THE PARTIES:**

The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

### **NO THIRD-PARTY BENEFICIARIES:**

This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

### **SURVIVAL:**

The provisions of this Agreement which by their nature should apply beyond their terms will remain in force after any termination or expiration of this Agreement including, but not limited to, the following provisions: Insurance, Claims for Loss, Indemnification, Governing Law, Jurisdiction and Survival.

### **AMENDMENT AND MODIFICATION:**

This Agreement may only be amended or modified in a writing stating specifically that it amends this Agreement and is signed by an authorized representative of each party.

### **GOVERNING LAW, JURISDICTION:**

This Agreement shall be construed under the laws of the State of Ohio without reference to the conflicts of laws principles thereof. FERN and EXHIBITOR hereby consent to the executive jurisdiction and venue of the federal or state courts located in Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of this Agreement.



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 816.221.0525  
Fax: 816.471.1602  
email:jknudtson@fernexpo.com

## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

[Click here](#) to view the Standard Furniture Rental Brochure

Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.

### DISPLAY TABLES - 30" high X 2' wide (desk height)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
223	4'X30" h table skirted 3 sides (select skirt color below)	\$ 111.75	\$ 160.65	\$	
233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 139.05	\$ 200.30	\$	
253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 153.45	\$ 219.90	\$	
522	Drape 4th side of 30" h table	\$ 35.00	\$ 52.50	\$	
222	4'x30" h table not skirted	\$ 68.00	\$ 97.30	\$	
232	6'x30" h table not skirted	\$ 83.80	\$ 117.15	\$	
252	8'x30" h table not skirted	\$ 98.35	\$ 141.60	\$	

Table Skirt Color:  black (04)  blue (06)  gold (08)  gray (09)  green (10)  
 maroon (11)  plum (19)  red (14)  teal (18)  white (16)

### DISPLAY TABLE COUNTERS - 40" high x 2' wide (bar height)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
229	4'X40" h table skirted 3 sides (select skirt color below)	\$ 127.70	\$ 183.85	\$	
239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 159.10	\$ 229.15	\$	
259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 179.70	\$ 259.00	\$	
530	Drape 4th side of 40" h table	\$ 45.50	\$ 65.90	\$	
228	4'x40" h table not skirted	\$ 82.65	\$ 118.95	\$	
238	6'x40" h table not skirted	\$ 93.45	\$ 134.40	\$	
258	8'x40" h table not skirted	\$ 107.10	\$ 153.95	\$	

Table Skirt Color:  black (04)  blue (06)  gold (08)  gray (09)  green (10)  
 maroon (11)  plum (19)  red (14)  teal (18)  white (16)

### TABLETOP RISERS - 9" wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
270	4' Single Step Riser	\$ 26.80	\$ 36.20	\$	
272	6' Single Step Riser	\$ 44.55	\$ 60.20	\$	
274	8' Single Step Riser	\$ 56.90	\$ 76.80	\$	
281	4' Double Step Riser	\$ 46.50	\$ 62.75	\$	
283	6' Double Step Riser	\$ 52.10	\$ 70.30	\$	
285	8' Double Step Riser	\$ 62.50	\$ 84.40	\$	

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

Sub Total \$

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

Tax 9.350% \$

Grand Total \$

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

*Requests made after the deadline will be filled, as available, at the standard rate.*

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**Discount Deadline:**  
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### CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—	101	Armless Side Chair	\$ 42.85	\$ 57.80	\$ _____
—	103	Upholstered Armless Chair	\$ 46.50	\$ 62.75	\$ _____
—	105	Upholstered Arm Chair	\$ 56.90	\$ 76.80	\$ _____
—	121	Swivel Desk Chair	\$ 104.40	\$ 140.95	\$ _____
—	131	Stool - Padded with Back (bar height)	\$ 63.85	\$ 86.20	\$ _____

### PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—		24" Diameter **CANNOT BE SKIRTED**			
—	206	30"high Pedestal Table (desk height)	\$ 103.25	\$ 148.30	\$ _____
—	208	40"high Pedestal Table (bar height)	\$ 114.30	\$ 164.25	\$ _____
—		30" Diameter **CANNOT BE SKIRTED**			
—	215	30"high Pedestal Table (desk height)	\$ 103.25	\$ 148.30	\$ _____
—	216	40"high Pedestal Table (bar height)	\$ 114.30	\$ 164.25	\$ _____
—		36" Diameter **CANNOT BE SKIRTED**			
—	224	30"high Pedestal Table (desk height)	\$ 114.30	\$ 164.25	\$ _____
—	225	40"high Pedestal Table (bar height)	\$ 125.15	\$ 180.25	\$ _____

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

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Sub Total \$ \_\_\_\_\_

Tax 9.350% \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

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### ACCESSORIES

[Click here](#) to view the Accessories brochure

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—	401	Wastebasket with Liner	\$ 20.85	\$ 30.35	\$ _____
—	407	Easel, Tripod	\$ 38.60	\$ 55.35	\$ _____
—	430	Tensa Stanchion	\$ 40.45	\$ 54.65	\$ _____
—	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 77.60	\$ 104.85	\$ _____
—	479	2-Arm Bag Stand	\$ 77.60	\$ 104.85	\$ _____
—	413	Chrome Clothes Tree	\$ 36.10	\$ 48.70	\$ _____
—	415	Garment Rack	\$ 64.00	\$ 86.40	\$ _____
—	427	Literature Rack	\$ 110.05	\$ 148.50	\$ _____
—	475	2'x8' Grid Panel	\$ 94.50	\$ 127.55	\$ _____
—	478	7-way Waterfall (for Grid Panels)	\$ 23.90	\$ 32.30	\$ _____
—	603	4' x 8' Velcro Board (gray only)	Horizontal	\$ 94.50	\$ 127.55
—	615	4' x 8' Perforated board panel*		\$ 94.50	\$ 127.55

\*Select style for Perforated board - Horizontal / Vertical

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

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Sub Total \$ \_\_\_\_\_

Tax 9.350% \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Form# 01-711

Standard furniture rental (accessories & drape)

031417-124844



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### 10' x 20' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4024	Premium Package (select Exhibit options below)	\$ 7,682.30	\$ 10,371.10	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			

Please refer to the [Graphic Submission Guidelines](#) or contact Fern for instructions on submitting your graphics.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4010	Standard Package (select Exhibit options below)	\$ 4,720.00	\$ 6,372.50	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			

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### 20' x 20' ISLAND EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4026	Enhanced Package (select Exhibit options below)	\$ 15,015.60	\$ 20,271.20	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			

Please refer to the [Graphic Submission Guidelines](#) or contact Fern for instructions on submitting your graphics.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4012	Standard Package (select Exhibit options below)	\$ 9,680.00	\$ 13,067.50	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			

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<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 9.350%	\$ _____
	Grand Total	\$ _____

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### TABLETOP EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4014	Premium Package (select Exhibit options below)	\$ 1,566.65	\$ 2,115.15	\$
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10)			
		<input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)			

Please refer to the [Graphic Submission Guidelines](#) or contact Fern for instructions on submitting your graphics.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4002	Standard Package (select Exhibit options below)	\$ 1,000.00	\$ 1,350.00	\$
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10)			
		<input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)			

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Sign Lettering Color:  black  blue  red

### 10' x 10' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4016	Premium Package (select Exhibit options below)	\$ 3,348.80	\$ 4,520.95	\$
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			

Please refer to the [Graphic Submission Guidelines](#) or contact Fern for instructions on submitting your graphics.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4004	Standard Package (select Exhibit options below)	\$ 1,755.00	\$ 2,370.00	\$
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			

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<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
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	Grand Total	\$ _____

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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### 10' x 10' CENTER EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4018	Premium Package (select Exhibit options below)	\$ 3,391.55	\$ 4,578.65	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			

Please refer to the [Graphic Submission Guidelines](#) or contact Fern for instructions on submitting your graphics.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4006	Standard Package (select Exhibit options below)	\$ 2,180.00	\$ 2,942.50	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			

Header Sign Copy: \_\_\_\_\_

Sign Lettering Color:  black  blue  red

### 10' X 10' INLINE EXHIBIT WITH PEDESTAL

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4020	Premium Package (select Exhibit options below)	\$ 4,001.55	\$ 5,402.10	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			

Please refer to the [Graphic Submission Guidelines](#) or contact Fern for instructions on submitting your graphics.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	4008	Standard Package (select Exhibit options below)	\$ 2,120.00	\$ 2,862.50	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			

Header Sign Copy: \_\_\_\_\_

Sign Lettering Color:  black  blue  red

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
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Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative.

Styles and sizes may vary depending on location. Contact Fern for exact dimensions.

### COUNTERS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—	4041	1 M x $\frac{1}{2}$ M x 30" h, locking	\$ 426.20	\$ 575.55	\$ _____
—	4043	1 M x $\frac{1}{2}$ M x 40" h, locking	\$ 496.25	\$ 670.05	\$ _____
—	4042	2 M x $\frac{1}{2}$ M x 30" h, locking	\$ 706.10	\$ 953.30	\$ _____
—	4044	2 M x $\frac{1}{2}$ M x 40" h, locking	\$ 776.15	\$ 1,047.80	\$ _____
—	4080	Full View Showcase, locking	\$ 933.70	\$ 1,260.75	\$ _____

### FREESTANDING UNITS

—	4031	8' x 1 M Freestanding Panel	\$ 321.15	\$ 433.65	\$ _____
—	4055	One Sided Gondola w/2 shelves	\$ 426.20	\$ 575.55	\$ _____
—	4056	Two Sided Gondola w/4 shelves	\$ 513.75	\$ 693.75	\$ _____

### KIOSKS & TOWERS

—	4033	8' Triangle Kiosk	\$ 700.40	\$ 945.55	\$ _____
—	4034	8' Square Kiosk	\$ 933.70	\$ 1,260.75	\$ _____
—	4035	Wire-wall Kiosk	\$ 373.65	\$ 504.45	\$ _____
—	4036	Media Cabinet	\$ 933.70	\$ 1,260.75	\$ _____
—	4037	12' Triangle Tower	\$ 846.15	\$ 1,142.55	\$ _____
—	4038	12' Square Tower	\$ 1,126.35	\$ 1,520.55	\$ _____

### SHELVING UNITS & PEDESTALS

—	4003	Shelf Cabinet Unit w/30" cabinet, locking	\$ 800.00	\$ 1,080.00	\$ _____
—	4005	Shelf Cabinet Unit w/40" cabinet, locking	\$ 880.00	\$ 1,187.50	\$ _____
—	4053	$\frac{1}{2}$ M x 1 M Planter Box	\$ 140.10	\$ 189.30	\$ _____
—	4063	$\frac{1}{2}$ M x 30" h Pedestal	\$ 280.20	\$ 378.30	\$ _____
—	4064	$\frac{1}{2}$ M x 40" h Pedestal	\$ 373.65	\$ 504.45	\$ _____

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

Sub Total \$ \_\_\_\_\_

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Grand Total \$ \_\_\_\_\_

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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July 27 - 29, 2017

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07-06933-17

**Discount Deadline:**  
**July 13, 2017**

[Click here](#) to view the Exhibit Rental Brochure

Styles and sizes may vary depending on location. Contact Fern for exact dimensions.

### ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—	4071	1 M Straight Shelf	\$ 58.50	\$ 79.10	\$ _____
—	4072	1 M Angled Shelf	\$ 58.50	\$ 79.10	\$ _____
—	4082	Halogen Arm Light	\$ 116.95	\$ 157.85	\$ _____
—	4073	Pamphlet Pocket (5" x 9")	\$ 29.40	\$ 39.70	\$ _____
—	4074	Letter Pocket (9" x 9")	\$ 38.15	\$ 51.50	\$ _____
—	4075	Brochure Pocket (9" x 11")	\$ 49.70	\$ 67.25	\$ _____

### OFFICE / STORAGE CLOSETS

Office and meeting room structures are available in a Hardwall, Velcro or Smoked Plexiglas. Please contact Fern for a quote.

In addition, logo's and other graphics can be applied to the walls of rooms, meter panels and other accessory items at competitive prices. We offer full color digital printing and laminating of your artwork or if you prefer, we can create custom graphics specifically to suit your needs. Please ask a Fern representative for assistance.

Sub Total	\$ _____
Tax 9.350%	\$ _____
Grand Total	\$ _____

*No refunds on orders cancelled after the deadline date.*

*Requests made after the deadline will be filled, as available, at the standard rate.*

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 816.221.0525  
Fax: 816.471.1602  
email: jknudtson@fernexpo.com

## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri

07-06933-17

[Click here](#) to view the Premium Furniture Brochure

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
1	3700	Whisper White Leather Sofa	\$ 900.00	\$ 1,350.00	\$ _____
1	3701	Whisper White Leather Loveseat	\$ 862.50	\$ 1,293.75	\$ _____
1	3702	Whisper White Leather Chair	\$ 705.00	\$ 1,057.50	\$ _____
1	3703	Whisper White Leather Bench Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3704	Whisper White Leather Square Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3705	Whisper White Leather Round Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3714	Function White Leather Armless Chair	\$ 472.50	\$ 708.75	\$ _____
1	3715	Function White Leather Corner	\$ 510.00	\$ 765.00	\$ _____
1	3706	Continental White Leather Curved Loveseat	\$ 930.00	\$ 1,395.00	\$ _____
1	3707	Continental White Leather Reverse Loveseat	\$ 900.00	\$ 1,350.00	\$ _____
1	3708	Continental White Leather Wedge Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3709	Continental White Leather Curved Bench	\$ 465.00	\$ 697.50	\$ _____
1	3710	Continental White Leather Half Moon Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3716	Sophistication White Leather Sofa	\$ 930.00	\$ 1,395.00	\$ _____
1	3720	Sophistication White Leather Loveseat	\$ 622.50	\$ 933.75	\$ _____
1	3721	Sophistication White Leather Chair	\$ 465.00	\$ 697.50	\$ _____
1	3729	Sophistication White Leather Corner	\$ 465.00	\$ 697.50	\$ _____
1	3730	Sophistication White Leather Ottoman	\$ 352.50	\$ 528.75	\$ _____
1	3731	Boca Corner - Black	\$ 523.50	\$ 785.25	\$ _____
1	3732	Boca Armless - Black	\$ 487.50	\$ 731.25	\$ _____
1	3711	Metro Black Leather Sofa	\$ 772.50	\$ 1,158.75	\$ _____
1	3712	Metro Black Leather Loveseat	\$ 735.00	\$ 1,102.50	\$ _____
1	3713	Metro Black Leather Chair	\$ 577.50	\$ 866.25	\$ _____
1	3733	Metro Black Leather Square Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3734	Metro Black Leather Bench Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3740	Suave Midnight Sofa	\$ 667.50	\$ 1,001.25	\$ _____
1	3741	Suave Midnight Loveseat	\$ 585.00	\$ 877.50	\$ _____
1	3746	Suave Midnight Chair	\$ 435.00	\$ 652.50	\$ _____

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

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Sub Total \$ \_\_\_\_\_

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Grand Total \$ \_\_\_\_\_

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	3717	Grammercy Charcoal Leather Sofa	\$ 862.50	\$ 1,293.75	\$ _____	
	3718	Grammercy Charcoal Leather Loveseat	\$ 742.50	\$ 1,113.75	\$ _____	
	3719	Grammercy Charcoal Leather Chair	\$ 472.50	\$ 708.75	\$ _____	
	3725	Parma Brown Leather Sofa	\$ 772.50	\$ 1,158.75	\$ _____	
	3726	Parma Brown Leather Loveseat	\$ 735.00	\$ 1,102.50	\$ _____	
	3727	Parma Brown Leather Chair	\$ 577.50	\$ 866.25	\$ _____	
	3728	Parma Brown Leather Bench Ottoman	\$ 390.00	\$ 585.00	\$ _____	
	3747	Montana Mocha Sofa	\$ 720.00	\$ 1,080.00	\$ _____	
	3748	Montana Mocha Loveseat	\$ 630.00	\$ 945.00	\$ _____	
	3749	Montana Mocha Chair	\$ 487.50	\$ 731.25	\$ _____	
	3750	Chandler Red Leather Sofa	\$ 772.50	\$ 1,158.75	\$ _____	
	3751	Chandler Red Leather Loveseat	\$ 735.00	\$ 1,102.50	\$ _____	
	3752	Chandler Red Leather Chair	\$ 577.50	\$ 866.25	\$ _____	
	3753	Chandler Red Leather Bench Ottoman	\$ 390.00	\$ 585.00	\$ _____	
	3735	Imperial Purple Sofa	\$ 667.50	\$ 1,001.25	\$ _____	
	3736	Imperial Purple Chair	\$ 390.00	\$ 585.00	\$ _____	
	3737	Imperial Purple Bench Ottoman	\$ 307.50	\$ 461.25	\$ _____	
	3754	Tangerine Orange Sofa	\$ 667.50	\$ 1,001.25	\$ _____	
	3755	Tangerine Orange Chair	\$ 472.50	\$ 708.75	\$ _____	
	3756	Tangerine Orange Bench Ottoman	\$ 307.50	\$ 461.25	\$ _____	
	3757	Evoke Sofa	\$ 1,170.00	\$ 1,755.00	\$ _____	
	3758	Evoke Chair	\$ 622.50	\$ 933.75	\$ _____	
	3759	Evoke Cocktail Table	\$ 390.00	\$ 585.00	\$ _____	
	3760	Evoke End Table	\$ 352.50	\$ 528.75	\$ _____	
	3761	Evoke Cube	\$ 240.00	\$ 360.00	\$ _____	
	3742	Midnight Microfiber Stage Chair	\$ 277.50	\$ 416.25	\$ _____	
	3743	Chamois Microfiber Stage Chair	\$ 277.50	\$ 416.25	\$ _____	
	3744	Buckskin Microfiber Stage Chair	\$ 277.50	\$ 416.25	\$ _____	
	3738	Empire Chair White Leather	\$ 510.00	\$ 765.00	\$ _____	

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
1	3739	Empire Chair Black Leather	\$ 510.00	\$ 765.00	\$ _____
1	3762	Ibiza White Leather Chair	\$ 705.00	\$ 1,057.50	\$ _____
1	3763	Ibiza Black Leather Chair	\$ 705.00	\$ 1,057.50	\$ _____
1	3745	Tulip Black Fabric Chair	\$ 307.50	\$ 461.25	\$ _____
1	3610	Monarch Chair - Bright White	\$ 585.00	\$ 877.50	\$ _____
1	3723	Grammercy Charcoal Leather Square Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3724	Grammercy Charcoal Leather Bench Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3611	Hayden Black Wood Bench	\$ 195.00	\$ 292.50	\$ _____
1	3767	Essentials White Leather Storage Ottoman	\$ 547.50	\$ 821.25	\$ _____
1	3722	Grammercy Charcoal Leather Round Ottoman	\$ 390.00	\$ 585.00	\$ _____
1	3768	Whisper White 1/4 Round Ottoman	\$ 232.50	\$ 348.75	\$ _____
1	3769	Grammercy Charcoal 1/4 Round Ottoman	\$ 232.50	\$ 348.75	\$ _____
1	3770	Essentials White Banquette (2 pcs)	\$ 1,170.00	\$ 1,755.00	\$ _____
1	3771	Whisper White Leather Banquette, Tufted (2 pcs)	\$ 1,170.00	\$ 1,755.00	\$ _____
1	3772	Grammercy Charcoal Leather Banquette (2 pcs)	\$ 1,170.00	\$ 1,755.00	\$ _____
1	3779	Essentials White Leather Turning Bed	\$ 1,402.50	\$ 2,103.75	\$ _____
1	3780	Regency Orange Cube	\$ 150.00	\$ 225.00	\$ _____
1	3781	Regency Teal Cube	\$ 150.00	\$ 225.00	\$ _____
1	3782	Regency Ruby Cube	\$ 150.00	\$ 225.00	\$ _____
1	3783	Regency Camel Cube	\$ 150.00	\$ 225.00	\$ _____
1	3784	Regency Apple Cube	\$ 150.00	\$ 225.00	\$ _____
1	3791	Regency Fuchsia Cube	\$ 150.00	\$ 225.00	\$ _____
1	3795	Cube Ottoman - White	\$ 150.00	\$ 225.00	\$ _____
1	3796	Cube Ottoman - Black	\$ 150.00	\$ 225.00	\$ _____
1	3797	Cube Ottoman - Red	\$ 150.00	\$ 225.00	\$ _____
1	3799	Cube Ottoman - Green	\$ 150.00	\$ 225.00	\$ _____
1	3803	Cube Ottoman - Blue	\$ 150.00	\$ 225.00	\$ _____
1	3804	Cube Ottoman - Purple	\$ 150.00	\$ 225.00	\$ _____
1	3809	Essentials White Leather Turning Bed w Charging Station Insert	\$ 1,560.00	\$ 2,340.00	\$ _____

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	3814	Boca Corner - Bright White	\$ 585.00	\$ 877.50	\$ _____
—	3815	Boca Armless - Bright White	\$ 540.00	\$ 810.00	\$ _____
—	3818	Aspen Pub Table - Charged	\$ 915.00	\$ 1,372.50	\$ _____
—	3819	Aspen Cocktail Table - Charged	\$ 510.00	\$ 765.00	\$ _____
—	3820	White Conference Table - Charged	\$ 1,230.00	\$ 1,845.00	\$ _____
—	3821	Tribeca End Table	\$ 270.00	\$ 405.00	\$ _____
—	3822	Tribeca Cocktail Table	\$ 285.00	\$ 427.50	\$ _____
—	3823	Tribeca Sofa/Console Table	\$ 300.00	\$ 450.00	\$ _____
—	3776	Harmony End Table	\$ 270.00	\$ 405.00	\$ _____
—	3777	Harmony Cocktail Table	\$ 285.00	\$ 427.50	\$ _____
—	3778	Harmony Sofa/ConsoleTable	\$ 300.00	\$ 450.00	\$ _____
—	3824	Novel Satin Steel Cocktail Table	\$ 390.00	\$ 585.00	\$ _____
—	3825	Novel Satin Steel End Table	\$ 352.50	\$ 528.75	\$ _____
—	3826	Aria Red End Table	\$ 270.00	\$ 405.00	\$ _____
—	3827	Aria Red Cocktail Table	\$ 285.00	\$ 427.50	\$ _____
—	3829	Aria Green End Table	\$ 270.00	\$ 405.00	\$ _____
—	3830	Aria Green Cocktail Table	\$ 285.00	\$ 427.50	\$ _____
—	3835	Aria Blue End Table	\$ 270.00	\$ 405.00	\$ _____
—	3837	Aria Blue Cocktail Table	\$ 285.00	\$ 427.50	\$ _____
—	3839	Aria Purple End Table	\$ 270.00	\$ 405.00	\$ _____
—	3840	Aria Purple Cocktail Table	\$ 285.00	\$ 427.50	\$ _____
—	3848	Aria White End Table	\$ 270.00	\$ 405.00	\$ _____
—	3849	Aria White Cocktail Table	\$ 285.00	\$ 427.50	\$ _____
—	3850	Aria White Sofa/ConsoleTable	\$ 300.00	\$ 450.00	\$ _____
—	3851	Aria Charcoal End Table	\$ 270.00	\$ 405.00	\$ _____
—	3852	Aria Charcoal Cocktail Table	\$ 285.00	\$ 427.50	\$ _____
—	3862	Aria Charcoal Sofa/ConsoleTable	\$ 300.00	\$ 450.00	\$ _____
—	3773	Reno End Table	\$ 247.50	\$ 371.25	\$ _____
—	3774	Reno Cocktail Table	\$ 277.50	\$ 416.25	\$ _____

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
1	3775	Reno Sofa/ConsoleTable	\$ 307.50	\$ 461.25	\$ _____
1	3764	Vivid End Table	\$ 270.00	\$ 405.00	\$ _____
1	3765	Vivid Cocktail Table	\$ 285.00	\$ 427.50	\$ _____
1	3766	Vivid Sofa/ConsoleTable	\$ 300.00	\$ 450.00	\$ _____
1	3863	Club Cocktail Table w/ built in LED Lighting	\$ 390.00	\$ 585.00	\$ _____
1	3864	Club End Table w/ built in LED Lighting	\$ 352.50	\$ 528.75	\$ _____
1	3865	Rose Table	\$ 307.50	\$ 461.25	\$ _____
1	3868	Zanzibar Table	\$ 307.50	\$ 461.25	\$ _____
1	3789	Cube, White 24" End Table	\$ 277.50	\$ 416.25	\$ _____
1	3790	Cube, Black 24" End Table	\$ 277.50	\$ 416.25	\$ _____
1	3786	Cube, White 30" Cocktail Table	\$ 277.50	\$ 416.25	\$ _____
1	3785	Cube, Black 30" Cocktail Table	\$ 277.50	\$ 416.25	\$ _____
1	3788	Cube, White 24" Cocktail Table	\$ 270.00	\$ 405.00	\$ _____
1	3787	Cube, Black 24" Cocktail Table	\$ 270.00	\$ 405.00	\$ _____
1	3871	Hylton Table	\$ 240.00	\$ 360.00	\$ _____
1	3874	Phoebe Table - Yellow	\$ 180.00	\$ 270.00	\$ _____
1	3877	Phoebe Table - Lime Green	\$ 180.00	\$ 270.00	\$ _____
1	3878	Phoebe Table - Rose	\$ 180.00	\$ 270.00	\$ _____
1	3879	Phoebe Table - Gold	\$ 180.00	\$ 270.00	\$ _____
1	3880	Phoebe Table - Teal	\$ 180.00	\$ 270.00	\$ _____
1	3794	Manhattan Martini Bar	\$ 1,020.00	\$ 1,530.00	\$ _____
1	3881	VIP Frosted Plexi Glow Bar 6'	\$ 1,020.00	\$ 1,530.00	\$ _____
1	3882	VIP Frosted Plexi Glow Bar 4'	\$ 862.50	\$ 1,293.75	\$ _____
1	3792	White Bar - 2 Shelf	\$ 465.00	\$ 697.50	\$ _____
1	3793	Black Bar - 2 Shelf	\$ 465.00	\$ 697.50	\$ _____
1	3883	Blox Bar Back	\$ 585.00	\$ 877.50	\$ _____
1	3884	Piazza Bar Back - Black	\$ 547.50	\$ 821.25	\$ _____
1	3894	Piazza Bar Back - White	\$ 547.50	\$ 821.25	\$ _____

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
1	3899	Vienna Stool - Teal	\$ 285.00	\$ 427.50	\$ _____
1	3901	Vienna Stool - Orange	\$ 285.00	\$ 427.50	\$ _____
1	3902	Vienna Stool - Smoke	\$ 285.00	\$ 427.50	\$ _____
1	3798	Criss Cross Bar Stool - White	\$ 255.00	\$ 382.50	\$ _____
1	3800	Criss Cross Bar Stool - Espresso	\$ 255.00	\$ 382.50	\$ _____
1	3817	Escape Bar Stool - Natural Maple	\$ 217.50	\$ 326.25	\$ _____
1	3810	Silk Back Bar Stool - Black	\$ 240.00	\$ 360.00	\$ _____
1	3802	Silk Back Bar Stool - White	\$ 240.00	\$ 360.00	\$ _____
1	3808	Silk Back Bar Stool - Green	\$ 240.00	\$ 360.00	\$ _____
1	3807	Silk Back Bar Stool - Purple	\$ 240.00	\$ 360.00	\$ _____
1	3806	Silk Back Bar Stool - Red	\$ 240.00	\$ 360.00	\$ _____
1	3805	Silk Back Bar Stool - Blue	\$ 240.00	\$ 360.00	\$ _____
1	3801	Euro Bar Stool - Black	\$ 240.00	\$ 360.00	\$ _____
1	3811	Hourglass Bar Stool - White	\$ 262.50	\$ 393.75	\$ _____
1	3812	Hourglass Bar Stool - Black	\$ 262.50	\$ 393.75	\$ _____
1	3903	Equino Bar Stool - Black	\$ 262.50	\$ 393.75	\$ _____
1	3904	Equino Bar Stool - White	\$ 262.50	\$ 393.75	\$ _____
1	3905	Caprice Bar Stool - Black	\$ 262.50	\$ 393.75	\$ _____
1	3906	Sonic Bar Stool - Black	\$ 217.50	\$ 326.25	\$ _____
1	3813	Marcus Bar Stool - Gunmetal	\$ 195.00	\$ 292.50	\$ _____
1	3816	Regal Stool - Brown	\$ 262.50	\$ 393.75	\$ _____
1	3908	Vienna Chair - Orange	\$ 180.00	\$ 270.00	\$ _____
1	3939	Vienna Chair - Teal	\$ 180.00	\$ 270.00	\$ _____
1	3940	Vienna Chair - Smoke	\$ 180.00	\$ 270.00	\$ _____
1	3828	Silk Back Armless Chair - Black	\$ 150.00	\$ 225.00	\$ _____
1	3836	Silk Back Armless Chair - White	\$ 150.00	\$ 225.00	\$ _____
1	3834	Silk Back Armless Chair - Green	\$ 150.00	\$ 225.00	\$ _____
1	3833	Silk Back Armless Chair - Purple	\$ 150.00	\$ 225.00	\$ _____
1	3832	Silk Back Armless Chair - Red	\$ 150.00	\$ 225.00	\$ _____

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
1	3831	Silk Back Armless Chair - Blue	\$ 150.00	\$ 225.00	\$ _____
1	3842	Escape Chair - Natural Maple	\$ 150.00	\$ 225.00	\$ _____
1	3838	Leslie Chair - White	\$ 135.00	\$ 202.50	\$ _____
1	3843	Criss Cross Chair - White	\$ 172.50	\$ 258.75	\$ _____
1	3844	Criss Cross Chair - Espresso	\$ 172.50	\$ 258.75	\$ _____
1	3941	Sonic Chair - Black	\$ 150.00	\$ 225.00	\$ _____
1	3845	Elio Chair	\$ 150.00	\$ 225.00	\$ _____
1	3942	Caprice Chair - Black	\$ 150.00	\$ 225.00	\$ _____
1	3890	Comet Stack Arm Chair - Black	\$ 210.00	\$ 315.00	\$ _____
1	3891	Comet Stack Chair - Black	\$ 195.00	\$ 292.50	\$ _____
1	3841	Regal (Parson) Chair - Brown	\$ 217.50	\$ 326.25	\$ _____
1	3854	Euro 30" Round Bar Table - Black/Black	\$ 270.00	\$ 405.00	\$ _____
1	3855	Euro 36" Round Bar Table - Black/Black	\$ 277.50	\$ 416.25	\$ _____
1	3856	Silk 30" Round Bar Table - Black/Chrome	\$ 270.00	\$ 405.00	\$ _____
1	3857	Silk 36" Round Bar Table - Black/Chrome	\$ 277.50	\$ 416.25	\$ _____
1	3858	Park Ave 30" Round Bar Table - Maple/Chrome	\$ 270.00	\$ 405.00	\$ _____
1	3859	Park Ave 36" Round Bar Table - Maple/Chrome	\$ 277.50	\$ 416.25	\$ _____
1	3853	Chardonnay Glass & Chrome Bar Table	\$ 390.00	\$ 585.00	\$ _____
1	3943	Aspen Pub Table	\$ 780.00	\$ 1,170.00	\$ _____
1	3860	Blanco 30" Round Bar Table - White/Chrome	\$ 270.00	\$ 405.00	\$ _____
1	3861	Blanco 36" Round Bar Table - White/Chrome	\$ 277.50	\$ 416.25	\$ _____
1	3944	Blanco Square Bar Table - White/Chrome	\$ 270.00	\$ 405.00	\$ _____
1	3945	Blanco Rectangle Bar Table - White/Chrome	\$ 427.50	\$ 641.25	\$ _____
1	3946	City 30" Round Bar Table - Maple/Black	\$ 270.00	\$ 405.00	\$ _____
1	3947	City 36" Round Bar Table - Maple/Black	\$ 277.50	\$ 416.25	\$ _____
1	3948	Summit 30" Round Bar Table - White/Black	\$ 270.00	\$ 405.00	\$ _____
1	3949	Summit 36" Round Bar Table - White/Black	\$ 277.50	\$ 416.25	\$ _____
1	3950	Spectrum Red Bar Table	\$ 300.00	\$ 450.00	\$ _____
1	3951	Spectrum Green Bar Table	\$ 300.00	\$ 450.00	\$ _____

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

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

Sub Total \$ \_\_\_\_\_  
Tax 9.350% \$ \_\_\_\_\_  
Grand Total \$ \_\_\_\_\_

Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 816.221.0525  
Fax: 816.471.1602  
email: jknudtson@fernexpo.com

## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri

07-06933-17

[Click here](#) to view the Premium Furniture Brochure

**Discount Deadline:**  
**July 13, 2017**

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	3952	Spectrum Blue Bar Table	\$ 300.00	\$ 450.00	\$ _____
	3953	Spectrum Purple Bar Table	\$ 300.00	\$ 450.00	\$ _____
	3866	Euro 30" Round Cafe Table - Black/Black	\$ 270.00	\$ 405.00	\$ _____
	3867	Euro 36" Round Cafe Table - Black/Black	\$ 277.50	\$ 416.25	\$ _____
	3869	Silk 30" Round Cafe Table - Black/Chrome	\$ 270.00	\$ 405.00	\$ _____
	3870	Silk 36" Round Cafe Table - Black/Chrome	\$ 277.50	\$ 416.25	\$ _____
	3872	Park Ave 30" Round Cafe Table - Maple/Chrome	\$ 270.00	\$ 405.00	\$ _____
	3873	Park Ave 36" Round Cafe Table - Maple/Chrome	\$ 277.50	\$ 416.25	\$ _____
	3954	City 30" Round Cafe Table - Maple/Black	\$ 270.00	\$ 405.00	\$ _____
	3955	City 36" Round Cafe Table - Maple/Black	\$ 277.50	\$ 416.25	\$ _____
	3956	Summit 30" Round Cafe Table - White/Black	\$ 270.00	\$ 405.00	\$ _____
	3957	Summit 36" Round Cafe Table - White/Black	\$ 277.50	\$ 416.25	\$ _____
	3875	Blanco 30" Round Cafe Table - White/Chrome	\$ 270.00	\$ 405.00	\$ _____
	3876	Blanco 36" Round Cafe Table - White/Chrome	\$ 277.50	\$ 416.25	\$ _____
	3958	Blanco Square Cafe Table - White/Chrome	\$ 270.00	\$ 405.00	\$ _____
	3959	Blanco Rectangle Cafe Table - White/Chrome	\$ 427.50	\$ 641.25	\$ _____
	3960	Spectrum Purple Café Table	\$ 292.50	\$ 438.75	\$ _____
	3961	Spectrum Red Café Table	\$ 292.50	\$ 438.75	\$ _____
	3962	Spectrum Green Café Table	\$ 292.50	\$ 438.75	\$ _____
	3963	Spectrum Blue Café Table	\$ 292.50	\$ 438.75	\$ _____
	3964	Aspen Dining Table	\$ 660.00	\$ 990.00	\$ _____
	3885	Tamiri Black Leather High Back	\$ 352.50	\$ 528.75	\$ _____
	3886	Tamiri Black Leather Mid Back	\$ 300.00	\$ 450.00	\$ _____
	3887	Tamiri Black Leather Guest Chair	\$ 277.50	\$ 416.25	\$ _____
	3965	Accord White Leather High Back	\$ 435.00	\$ 652.50	\$ _____
	3966	Accord Black Leather High Back	\$ 435.00	\$ 652.50	\$ _____
	3888	Goal Black Task Chair With Arms	\$ 225.00	\$ 337.50	\$ _____

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

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Sub Total \$ \_\_\_\_\_

Tax 9.350% \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	3889	Goal Black Task Chair Armless	\$ 210.00	\$ 315.00	\$ _____
	3967	Enterprise High Back Black Fabric Conference Chair	\$ 307.50	\$ 461.25	\$ _____
	3968	Enterprise Mid Back Black Fabric Conference Chair	\$ 277.50	\$ 416.25	\$ _____
	3969	Enterprise Guest Black Fabric Conference Chair	\$ 255.00	\$ 382.50	\$ _____
	3970	Goal Black Drafting Stool - Arms	\$ 240.00	\$ 360.00	\$ _____
	3971	Goal Black Drafting Stool - Armless	\$ 225.00	\$ 337.50	\$ _____
	3892	Conference Rectangle Table 6' - Maple	\$ 652.50	\$ 978.75	\$ _____
	3895	Conference Rectangle Table 6' - Black	\$ 652.50	\$ 978.75	\$ _____
	3900	Conference Rectangle Table 6' - Mahogany	\$ 652.50	\$ 978.75	\$ _____
	3972	Conference Rectangle Table 6' - White	\$ 690.00	\$ 1,035.00	\$ _____
	3893	Conference Rectangle Table 8' - Maple	\$ 705.00	\$ 1,057.50	\$ _____
	3896	Conference Rectangle Table 8' - Black	\$ 705.00	\$ 1,057.50	\$ _____
	3897	Conference Rectangle Table 8' - Mahogany	\$ 705.00	\$ 1,057.50	\$ _____
	3973	Conference Rectangle Table 8' - White	\$ 742.50	\$ 1,113.75	\$ _____
	3974	Conference Oval Racetrack Table 8' - Black	\$ 705.00	\$ 1,057.50	\$ _____
	3975	Conference Oval Racetrack Table 8' - Mahogany	\$ 705.00	\$ 1,057.50	\$ _____
	3976	Conference Oval Racetrack Table 6' - Black	\$ 652.50	\$ 978.75	\$ _____
	3977	Conference Oval Racetrack Table 6' - Mahogany	\$ 652.50	\$ 978.75	\$ _____
	3907	Computer Kiosk - Black	\$ 570.00	\$ 855.00	\$ _____
	3909	Computer Kiosk - White	\$ 570.00	\$ 855.00	\$ _____
	3910	Computer Counter - Graphite	\$ 277.50	\$ 416.25	\$ _____
	3911	Computer Desk - Graphite	\$ 262.50	\$ 393.75	\$ _____
	3912	5 Shelf Bookcase - Mahogany	\$ 547.50	\$ 821.25	\$ _____
	3913	5 Shelf Bookcase - Black	\$ 547.50	\$ 821.25	\$ _____
	3978	Black Credenza	\$ 510.00	\$ 765.00	\$ _____
	3979	Black Double Pedestal Desk	\$ 585.00	\$ 877.50	\$ _____
	3980	Maple Credenza	\$ 742.50	\$ 1,113.75	\$ _____
	3981	Maple Double Pedestal Desk	\$ 705.00	\$ 1,057.50	\$ _____
	3982	Lateral File Maple - 2 Drawer w/ Lock	\$ 495.00	\$ 742.50	\$ _____

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**Discount Deadline:**  
**July 13, 2017**

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Grand Total \$ \_\_\_\_\_

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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07-06933-17

**Discount Deadline:**  
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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
1	3983	Genoa Storage Credenza - Mahogany - 2 Drawer	\$ 510.00	\$ 765.00	\$ 765.00
1	3984	Genoa Kneospace Storage Credenza - Mahogany	\$ 472.50	\$ 708.75	\$ 708.75
1	3985	Genoa Exec. Desk - Mahogany - Double Pedestal	\$ 547.50	\$ 821.25	\$ 821.25
1	3986	Presidential Kneospace Credenza - Mahogany	\$ 622.50	\$ 933.75	\$ 933.75
1	3987	Presidential Executive Desk - Mahogany	\$ 772.50	\$ 1,158.75	\$ 1,158.75
1	3988	Presidential Lateral File - Mahogany	\$ 487.50	\$ 731.25	\$ 731.25
1	3989	Hayden Table - Black Wood	\$ 630.00	\$ 945.00	\$ 945.00
1	3914	Vivid Café - Square Table Glass	\$ 472.50	\$ 708.75	\$ 708.75
1	3915	Vivid Café - Rectangle Table Glass	\$ 547.50	\$ 821.25	\$ 821.25
1	3990	2 Drawer Vertical File - Letter Size Locking Black	\$ 187.50	\$ 281.25	\$ 281.25
1	3991	2 Drawer Vertical File - Legal Size Locking Black	\$ 240.00	\$ 360.00	\$ 360.00
1	3992	4 Drawer Vertical File - Letter Size Locking Black	\$ 247.50	\$ 371.25	\$ 371.25
1	3993	4 Drawer Vertical File - Legal Size Locking Black	\$ 277.50	\$ 416.25	\$ 416.25
1	3994	2 Drawer Lateral File - Letter Size Locking Black	\$ 247.50	\$ 371.25	\$ 371.25
1	3995	2 Drawer Lateral File - Legal Size Locking Black	\$ 292.50	\$ 438.75	\$ 438.75
1	3996	4 Drawer Lateral File - Locking Black	\$ 315.00	\$ 472.50	\$ 472.50
1	3997	Storage Cabinet - Locking Black	\$ 315.00	\$ 472.50	\$ 472.50
1	3916	Display Pedestal 14x42 Black	\$ 375.00	\$ 562.50	\$ 562.50
1	3917	Display Pedestal 24x42 Black	\$ 457.50	\$ 686.25	\$ 686.25
1	3918	Display Pedestal 18x42 Black	\$ 420.00	\$ 630.00	\$ 630.00
1	3919	Display Pedestal 14x42 White	\$ 375.00	\$ 562.50	\$ 562.50
1	3920	Display Pedestal 14x36 Black	\$ 322.50	\$ 483.75	\$ 483.75
1	3921	Display Pedestal 24x36 Black	\$ 457.50	\$ 686.25	\$ 686.25
1	3922	Display Pedestal 14x36 White	\$ 322.50	\$ 483.75	\$ 483.75
1	3923	Display Pedestal 24x36 White	\$ 457.50	\$ 686.25	\$ 686.25
1	3924	Display Pedestal 14x30 Black	\$ 292.50	\$ 438.75	\$ 438.75
1	3925	Display Pedestal 24x30 Black	\$ 435.00	\$ 652.50	\$ 652.50
1	3926	Display Pedestal 18x30 Black	\$ 307.50	\$ 461.25	\$ 461.25

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Sub Total \$

Tax 9.350% \$

Grand Total \$

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
1	3927	Display Pedestal 14x30 White	\$ 292.50	\$ 438.75	\$ _____
1	3928	Locking Pedestal Black	\$ 570.00	\$ 855.00	\$ _____
1	3998	Locking Pedestal White	\$ 570.00	\$ 855.00	\$ _____
1	3929	Stanchion Chrome	\$ 82.50	\$ 123.75	\$ _____
1	3930	Stanchion Rope - Red Velour	\$ 45.00	\$ 67.50	\$ _____
1	3931	Literature Stand - Aluminum	\$ 210.00	\$ 315.00	\$ _____
1	3933	Literature Stand - Black	\$ 210.00	\$ 315.00	\$ _____
1	3932	Literature Rack - Black Metal	\$ 217.50	\$ 326.25	\$ _____
1	3934	Compact Refrigerator White - 4.0 Cu Ft	\$ 390.00	\$ 585.00	\$ _____
1	3601	Plexi Display Unit	\$ 472.50	\$ 708.75	\$ _____
1	3602	iPad® Stand Black	\$ 240.00	\$ 360.00	\$ _____
1	3603	iPad® Stand Silver	\$ 240.00	\$ 360.00	\$ _____
1	3935	Brushed Steel Table Lamp - White	\$ 135.00	\$ 202.50	\$ _____
1	3936	Brushed Steel Floor Lamp - White	\$ 195.00	\$ 292.50	\$ _____
1	3604	Brushed Nickel Table Lamp - White	\$ 135.00	\$ 202.50	\$ _____
1	3605	Brushed Nickel Floor Lamp - White	\$ 195.00	\$ 292.50	\$ _____
1	3607	Rubbed Bronze Table Lamp - White	\$ 135.00	\$ 202.50	\$ _____
1	3608	Rubbed Bronze Floor Lamp - White	\$ 195.00	\$ 292.50	\$ _____
1	3937	Brushed Steel Table Lamp - Red	\$ 135.00	\$ 202.50	\$ _____
1	3938	Brushed Steel Floor Lamp - Red	\$ 195.00	\$ 292.50	\$ _____
1	3609	Neutrino Steel Floor Lamp - Steel	\$ 195.00	\$ 292.50	\$ _____

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

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Sub Total \$ \_\_\_\_\_  
Tax 9.350% \$ \_\_\_\_\_  
Grand Total \$ \_\_\_\_\_

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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Kansas City, MO 64101  
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email:jknudtson@fernexpo.com

## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

**Discount Deadline:**  
**July 13, 2017**

### CARPET PAD RENTAL

Show Management has made arrangements to have all booths carpeted in Gray. Carpet padding is optional and at the exhibiting companies' expense. All orders must be received by the discount deadline date. Orders received after this date will not be accepted.

QTY	ITEM #	DESCRIPTION	RATE	AMOUNT
—	301	10 ft. x 10 ft. Carpet Pad	\$ 68.50	\$ _____
—	302	10 ft. x 20 ft. Carpet Pad	\$ 137.00	\$ _____
—	303	10 ft. x 30 ft. Carpet Pad	\$ 205.50	\$ _____
—	304	10 ft. x 40 ft. Carpet Pad	\$ 274.00	\$ _____

**For larger areas, please call 816-221-0525 for a quote.**

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

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

Sub Total	\$ _____
Tax 9.350%	\$ _____
Grand Total	\$ _____

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

*Requests made after the deadline will be filled, as available, at the standard rate.*

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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**Discount Deadline:**  
**July 13, 2017**

### CLEANING SERVICES

All rental carpets ordered from Fern Exposition and Event 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. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of \$0.21 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, food sampling, landscape, etc.

### VACUUM/SHAMPOO/MOP

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

Prices below are per  
square foot

<input type="checkbox"/>	903 Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.	\$ 0.32 (Per Day)
<input type="checkbox"/>	901 Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.	\$ 0.36
<input type="checkbox"/>	931 DAILY Vacuum of carpet, empty wastebaskets for space more than 1,000 sq. ft.	\$ 0.26

### PORTER SERVICE

Porter Service includes emptying wastebaskets and policing exhibit space at two hour intervals during show hours. These services are offered on a daily basis. (Does not include Vacuum Service)

Price is per day

\$ 244.00

### ESTIMATED CLEANING SERVICE COST

Exhibit Space: \_\_\_\_\_ ft. X \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. (100 sq. ft. minimum) X \$ \_\_\_\_\_ per sq. ft. X \_\_\_\_\_ days = \$ \_\_\_\_\_

Porter Service: \$ 244.00 X \_\_\_\_\_ days = \$ \_\_\_\_\_

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form. <b>If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.</b>	Sub Total \$ _____
	Grand Total \$ _____

*Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order.*

*Requests made after the deadline will be filled as work force is available.*

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Form# 09-708

031417-124656  
cleaning services



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email:jknudtson@fernexpo.com

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**July 13, 2017**

### FOUR COLOR DIGITAL SIGNS

[Click here](#) for Graphics Submission Guidelines

Prices indicated are based upon process color printing, mounting and laminating on showcard or foam core. Signs other than sizes listed will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order is \$30.00.

Emblems, trademarks, logos, special style lettering, etc., are inclusive of the above prices. Please go to our graphics submission guidelines for additional information. If you have any questions on formats supported please contact Fern Exposition and Event Services.

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—	861	7" x 11" Digital	\$ 53.05	\$ 71.65	\$ _____
—	863	11" x 14" Digital	\$ 65.30	\$ 88.15	\$ _____
—	865	14" x 22" Digital	\$ 74.30	\$ 100.30	\$ _____
—	867	7" x 44" Digital	\$ 74.30	\$ 100.30	\$ _____
—	871	14" x 44" Digital	\$ 99.25	\$ 134.05	\$ _____
—	873	22" x 28" Digital	\$ 99.25	\$ 134.05	\$ _____
—	875	28" x 44" Digital	\$ 160.90	\$ 217.25	\$ _____
—	879	24" x 96" Digital	\$ 344.30	\$ 464.80	\$ _____
—	881	48" x 96" Digital	\$ 419.65	\$ 566.50	\$ _____
—	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$23.00/sq ft	\$31.05/sq ft	\$ _____
—	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$26.60/sq ft	\$35.95/sq ft	\$ _____
—	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$24.45/sq ft	\$33.05/sq ft	\$ _____
—	887	DBL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$36.65/sq ft	\$49.50/sq ft	\$ _____

Sign Copy: \_\_\_\_\_

Color of Background: \_\_\_\_\_

Color of Lettering: \_\_\_\_\_

Sign Orientation:  Vertical  Horizontal

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form. <b>If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.</b>	Sub Total	\$ _____
	Tax 9.350%	\$ _____
	Grand Total	\$ _____

*No refund on orders cancelled after the deadline date.  
Requests made after the deadline will be filled, as available, at the standard rate.  
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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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07-06933-17

**Discount Deadline:**  
**July 13, 2017**

### FLORAL and PLANTS

Charges listed include delivery to your booth, rental (not sale) during the event and removal. All floral is provided on a 7 day or less rental basis. Any floral missing at time of pick-up will be invoiced at prevailing replacement cost in addition to rental rates.

#### POTTED PLANTS - Please select color or type

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—	1502	Bromeliads - Select color: Red / Orange / Pink	\$ 37.15	\$ 53.90	\$ _____
—	1503	Chrysanthemums - Select color: White / Yellow / Lavender	\$ 37.15	\$ 53.90	\$ _____
—	1505	Ferns - Select type: Floor / Hanging	\$ 34.00	\$ 49.30	\$ _____
—	1549	Ivy	\$ 34.00	\$ 49.30	\$ _____
—	1506	Seasonal Flowering Plants	\$ 37.15	\$ 53.90	\$ _____
Please specify: _____					

#### TROPICAL GREEN PLANT - Please select size and shape

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—	1507	3 FT - Select type: Slim / Full	\$ 50.95	\$ 73.95	\$ _____
—	1509	4 FT - Select type: Slim / Full	\$ 57.35	\$ 83.15	\$ _____
—	1511	5 FT - Select type: Slim / Full	\$ 64.75	\$ 93.90	\$ _____
—	1513	6 FT - Select type: Slim / Full	\$ 71.15	\$ 103.20	\$ _____
—	1515	7 FT - Select type: Slim / Full	\$ 107.20	\$ 155.45	\$ _____

#### FRESH CUT FLOWER ARRANGEMENTS - Please select size and specify color

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—	1545	Small - Color _____	\$ 48.35	\$ 70.10	\$ _____
—	1546	Medium - Color _____	\$ 83.35	\$ 120.90	\$ _____
—	1548	Large - Color _____	\$ 116.70	\$ 169.25	\$ _____

#### FLORAL PACKAGES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
—	1521	Floral Package A - Two 3' Tropical Green Plants and One Flowering Plant	\$ 129.25	\$ 187.45	\$ _____
—	1523	Floral Package B - Two 3' and One 4' Tropical Green Plants, and One Flowering Plant	\$ 177.90	\$ 258.00	\$ _____

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

Sub Total \$ \_\_\_\_\_

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Tax 9.350% \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

No refunds on orders cancelled after the deadline date.  
Requests made after the deadline will be filled, as available, at the standard rate.  
All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



751 Wyoming Street  
Kansas City, MO 64101  
Phone: 816.221.0525  
Fax: 816.471.1602  
email:jknudtson@fernexpo.com

## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

### INSTALLATION & DISMANTLE LABOR SERVICES

#### Plan A (Supervised by Fern)

1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

**30% charge for Fern Supervised services with a minimum of \$ 85.00**

Professionally trained personnel are used on installation/dismantle, and when possible, all work is performed on straight time.

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Plan B (Supervised by Exhibitor Personnel)

1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor will be: \_\_\_\_\_ Phone: \_\_\_\_\_

### Estimated Display Labor Cost for Advanced Payment

#### Installation:

**Straight time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Laborers # of Hours # of Days Total Straight Time hours Estimated Cost

**Over time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Laborers # of Hours # of Days Total Over Time hours Estimated Cost

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Laborers # of Hours # of Days Total Double Time hours Estimated Cost

Plan A - Add **30%** for Fern Exposition Supervision \$ \_\_\_\_\_

#### Dismantle:

**Straight time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Laborers # of Hours # of Days Total Straight Time hours Estimated Cost

**Over time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Laborers # of Hours # of Days Total Over Time hours Estimated Cost

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Laborers # of Hours # of Days Total Double Time hours Estimated Cost

Plan A - Add **30%** for Fern Supervision \$ \_\_\_\_\_

\* Start time is approximate and is based on availability of labor.

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

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

Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.

Requests received after deadline date will be filled as work force is available.

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

**Deadline to Return this Form:  
July 13, 2017**

#### Installation Labor Rate

Straight Time	\$	85.00
Over Time	\$	127.50
Double Time	\$	170.00

Charges for labor service are based on prevailing rates of labor and materials.  
Straight Time: 8:00 AM - 4:00 PM Monday-Friday. Overtime: Before 8:00 AM after 4:00 PM Monday-Friday, all day Saturday Sunday and Holidays. Minimum charge one (1) hour 1/2 hour increments after the first

For information and cost relative to unloading and reloading, please see the Material Handling & Freight Service Order form enclosed.

Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. Fern Exposition & Event Services will NOT be responsible for injury to personnel or display damage or loss of display materials. Liability of Fern Exposition & Event Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000. It is important that exhibit representative check in at the Fern Exhibitor Service Center to pick up labor ordered. Exhibit representative must also check the labor back in at the Fern Exhibitor Service Center upon completion of work. All work is to be done under supervision of the exhibitor or its representative.

Sub Total \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

**Deadline to Return this Form:**  
**June 29, 2017**

You are required to use this form ONLY if you are planning to have an Independent Display House Contractor install and/or dismantle your exhibit. Please refer to the following page for Rules and Regulations.

**YES**, we will be using an independent Display House Contractor to install / dismantle our display.

Name of Display House: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Display House Contact Name: \_\_\_\_\_

**I have notified our Independent Display House Contractor of the Rules and Regulations requiring them to submit a Certificate of Insurance to the Official Show Contractor, Fern Expositions and Event Services, by the deadline date shown above.**

---

Print or Type Name

---

Signature

---

Date

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri

07-06933-17

### Policy Regarding Official Service Contractor and Regulation for Exhibitor Appointed Display House Contractors to Install and Dismantle Displays

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- d. See that the proper type and limits and insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show service, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor,
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantle of their display, providing that the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Show Management and Fern Exposition and Event Services of their intention to utilize an independent contractor no later than the given deadline date, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the exhibitor named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badges as specified in the following article.
3. The independent contractor must furnish Show Management and Fern Exposition and Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Worker's Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work and shall provide Show Management and Fern Exposition and Event Services with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000.00 in Commercial General Liability Insurance and shall provide Show Management and Fern Exposition and Event Services with a certificate of insurance showing coverages and amounts and naming the sponsor, Fern Exposition and Convention Center as coinsured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractors may not solicit business on the exhibit floor.
8. The independent contractors must confine their operation to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Fern Exposition and Event Services. The independent contractors must coordinate all of their activities with Fern Expositions.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



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## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

**Deadline to Return this Form:**  
**July 13, 2017**

### MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.

**A 200 lb. minimum charge per shipment applies.**

### ADVANCE WAREHOUSE SHIPMENTS

Category	Description	Rate per cwt	Minimum Charge
A	Boxed, crated or skidded shipment via common carrier	\$ 93.75	\$ 187.50
B	Boxed, crated or skidded shipment via specialized carrier (van lines, POV, Fed Ex, UPS or USPS )	\$ 117.25	\$ 234.50
L	Late surcharge for shipment received after July 21st Via common carrier	\$ 23.50	\$ 47.00
M	Late surcharge for shipment received after July 21st Via specialized carrier/small pkg	\$ 29.50	\$ 59.00
T	Small package shipment not exceeding 35 lbs per shipment (not per box)	\$ 55.25	\$ 55.25

### DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per cwt	Minimum Charge
D	Boxed, crated or skidded shipment via common carrier	\$ 88.00	\$ 176.00
E	Boxed, crated or skidded shipment via specialized carrier (van lines, POV, Fed Ex, UPS or USPS )	\$ 110.00	\$ 220.00
F	Unwrapped or unprotected shipment	\$ 137.50	\$ 275.00
U	Small package shipment not exceeding 35 lbs per shipment (not per box)	\$ 55.25	\$ 55.25

**We encourage all exhibitors to ship to the advance warehouse. Delivery delays may occur if shipping direct to show site on move-in day.**

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

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

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

**Exhibiting Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

material handling

031417-132809



751 Wyoming Street  
Kansas City, MO 64102  
Phone: 816.221.0525  
Fax: 816.471.1602  
email:jknudtson@fernexpo.com

## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

**Deadline to Return this Form:**  
**July 13, 2017**

### MATERIAL HANDLING GUIDELINES

1. *The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.*
2. *Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.*
3. *Complete terms and conditions are outlined in the Terms & Conditions.*
4. *Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.*

### SHIPPING ADDRESSES

#### ADVANCE WAREHOUSE

*Label each piece of shipment(s) as follows:*

**(Exhibiting Company Name)**

c/o Fern Exposition

YRC

3500 Booth Street

Kansas City, MO 64129

**AAFP National Conference 2017**

(Booth #)

Shipments must arrive between:

**June 26th - July 21st, 2017**

#### DIRECT TO SHOW SITE

*Label each piece of shipment(s) as follows:*

**(Exhibiting Company Name)**

c/o Fern Exposition

KCCC - Bartle Hall

301 West 13th Street - West Dock

Kansas City, MO 64105

**AAFP National Conference 2017**

(Booth #)

Shipments cannot arrive before:

**Thursday, July 27, 2017**

### ESTIMATED FREIGHT PAYMENT CALCULATION

Enter estimated total pounds of all your shipments by rounding up each total shipment weight to the nearest 100 pounds (i.e., 530 lbs of any number of pieces would be figured as 600 lbs), any shipment with a total of 200 lbs or less should be calculated at the 200 lb minimum.

Category	# of pieces	Weight (200 lb Min.)	Rate	Estimated Total
Shipment 1			X _____	= \$ _____
Shipment 2			X _____	= \$ _____
Shipment 3			X _____	= \$ _____
Shipment 4			X _____	= \$ _____
Shipment 5			X _____	= \$ _____

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

Sub Total \$ \_\_\_\_\_

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

Grand Total \$ \_\_\_\_\_

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

material handling payment calculation



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Kansas City, MO 64101  
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## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

**Deadline to Return this Form:**  
**July 13, 2017**

### INBOUND SHIPMENT INFORMATION - FOR EVENT

#### Shipment 1

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

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

Date Shipped: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Carrier: \_\_\_\_\_ PRO #: \_\_\_\_\_

Total # of pieces: \_\_\_\_\_ Total weight: \_\_\_\_\_

Shipped to (check one):  Advance Warehouse  Direct to Show Site

#### Shipment 2

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

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

Date Shipped: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Carrier: \_\_\_\_\_ PRO #: \_\_\_\_\_

Total # of pieces: \_\_\_\_\_ Total weight: \_\_\_\_\_

Shipped to (check one):  Advance Warehouse  Direct to Show Site

#### Shipment 3

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

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

Date Shipped: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Carrier: \_\_\_\_\_ PRO #: \_\_\_\_\_

Total # of pieces: \_\_\_\_\_ Total weight: \_\_\_\_\_

Shipped to (check one):  Advance Warehouse  Direct to Show Site

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

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

*All orders are subject to the terms and conditions as outlined in the Exhibitor Kit.*

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

inbound shipment information



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## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri

07-06933-17

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

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

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

**SPECIAL SERVICES AND RATES** - Fern Exposition & Event Services will provide steel banding services at \$1.00 per In. ft. as well as shrink wrap services for packaging of displays and equipment at \$50.00 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$150.00 per round trip.

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

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

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

**EXHIBITS TO BE STORED** will be charged at a rate of \$1/lb per month, with a minimum monthly rate of \$150.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 30 days prior to the show.

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

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

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

**EXHIBIT MATERIAL  
*RUSH*  
ADVANCE WAREHOUSE**

To: \_\_\_\_\_  
(Exhibiting Company Name)

**c/o Fern  
YRC  
3500 Booth Street  
Kansas City, MO 64129**

**AAFP National Conference 2017**

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

**Must Arrive Between:  
June 26th - July 21st, 2017**

**fern**

**EXHIBIT MATERIAL  
*RUSH*  
ADVANCE WAREHOUSE**

To: \_\_\_\_\_  
(Exhibiting Company Name)

**c/o Fern  
YRC  
3500 Booth Street  
Kansas City, MO 64129**

**AAFP National Conference 2017**

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

**Must Arrive Between:  
June 26th - July 21st, 2017**

**fern**

**EXHIBIT MATERIAL**  
***RUSH***  
**EVENT SITE**

To: \_\_\_\_\_  
(Exhibiting Company Name)

**c/o Fern**  
**KCCC - Bartle Hall**  
**301 West 13th Street - West Dock**  
**Kansas City, MO 64105**

**AAFP National Conference 2017**

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

**Cannot Arrive Before:**  
**Thursday, July 27, 2017**

**fern**

**EXHIBIT MATERIAL**  
***RUSH***  
**EVENT SITE**

To: \_\_\_\_\_  
(Exhibiting Company Name)

**c/o Fern**  
**KCCC - Bartle Hall**  
**301 West 13th Street - West Dock**  
**Kansas City, MO 64105**

**AAFP National Conference 2017**

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

**Cannot Arrive Before:**  
**Thursday, July 27, 2017**

**fern**



Fern Transportation

800.774.1251 ext. 2

[transportation@fernexpo.com](mailto:transportation@fernexpo.com)

[Click here](#) to get a quote



The best choice for  
Transportation

Take advantage of the largest discount EVER  
offered by Fern Transportation!!!

- On Site contact, no wait time fees, no tradeshow fees, no surprises!
- Save 50% on outbound shrink wrapping and banding.
- Choose whatever speed you need. We offer them all.
- International, volume, van line – no problem! Just ask!

Follow the link below for a quote or contact us today at **800.774.1251 ext. 2** for  
a quick, over the phone estimate.

**Get a Quote**



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email:jknudtson@fernexpo.com

## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

**This form is not subject  
to a deadline date**

### FERN TRANSPORTATION

Fern offers personalized service with a representative who is an expert in exhibit transportation and is familiar with all details pertaining to each tradeshow. We also provide pre-printed labels and shipping documents for inbound and outbound shipments. For your convenience, our representative will be on show site and available to assist with all your transportation needs.

*Note: If Fern Transportation is not your freight carrier, please do not return this form.*

#### SERVICE SELECTION (select the following)

Level of Service:	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air	<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>
Special Handling:	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Pick-up	<input type="checkbox"/> Inside Pick-up	
Declared Value:	<input type="text"/> Insurance cost (min. \$100): \$4.25 per \$100.00			

**For a quote, please contact Fern Transportation at: Toll Free: 888.513.1984 / Local: 513.823.2770 / Fax: 513.823.2771**

**SHIPMENT BEING SENT TO (please check one):**  Advance Warehouse  Show Site

**PICK UP ADDRESS** **PICK-UP DATE:** \_\_\_\_\_ **FACILITY HOURS:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### BILL TO ADDRESS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

#### PACKAGE DESCRIPTION

Pkg #1 Description:	Est. Wt.:
Pkg #2 Description:	Est. Wt.:
Pkg #3 Description:	Est. Wt.:
Pkg #4 Description:	Est. Wt.:
Pkg #5 Description:	Est. Wt.:
<b>Total Estimated Weight:</b>	

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorizes Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

**SPECIAL INSTRUCTIONS**

\_\_\_\_\_

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

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

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

**Exhibiting Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

inbound exhibit transportation - fern transportation



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Kansas City, MO 64101  
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email:jknudtson@fernexpo.com

## AAFP National Conference 2017

July 27 - 29, 2017

Kansas City Convention Center - Bartle Hall, Kansas City, Missouri  
07-06933-17

### IMPORTANT INSTRUCTIONS

Every shipment must be labeled and requires a Fern Bill of Lading (BOL) for each destination.

1. Exhibitor must complete request form and return before show close
2. Fern will create a BOL and shipping labels that will be printed
3. BOL and shipping labels will be delivered to your booth or held at the Service Center
4. Exhibitor must properly pack each shipment and apply labels
5. Exhibitor must return the signed BOL to the Service Center with piece count and est. weight

# of Labels Needed

Carrier Requested

### CARRIER SELECTION (select one of the following)

Fern Transportation  Common Carrier  Expedited Carrier  Company Truck/POV  Van Line

Level of Service:  Ground  2nd Day Air  Next Day Air Note: Air Freight will be billed on Actual or

Special Handling:  Lift-Gate  Residential Delivery  Inside Delivery Dimensional Weight, whichever is greater.

Declared Value (optional):  Insurance cost (min. \$100): \$4.25 per \$100.00

All Carriers must be checked-in by time and location published in the Exhibitor Service Manual

### SHIP TO ADDRESS

Company Name:

Contact Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

### BILL TO ADDRESS

Company Name:

Contact Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

### EXHIBITOR SHIPMENT AUTHORIZATION

Signature X

Printed Name

Emergency/Mobile Phone #

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorizes Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

### PACKAGE DIMENSIONS

Pkg #1 Dimensions: Est. Wt.:

Pkg #2 Dimensions: Est. Wt.:

Pkg #3 Dimensions: Est. Wt.:

Pkg #4 Dimensions: Est. Wt.:

Pkg #5 Dimensions: Est. Wt.:

Total Estimated Weight:

### SPECIAL INSTRUCTIONS

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

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

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

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

outbound bill of lading request



## **EXHIBITOR SERVICES NOW AVAILABLE ONLINE**

**To order services, please visit [www.greenwavetechnology.net](http://www.greenwavetechnology.net)**

**Sign up for event services online!**

**This online system allows you to order services and receive e-mail receipts instantly.**

## **SECURE & EASY TO USE**

**When applicable, email drawings/layouts to: [convention@grnwav.com](mailto:convention@grnwav.com)**

**Contact our Exhibitor Service Team with  
questions at [convention@grnwav.com](mailto:convention@grnwav.com) or 816.513.5200.**

**ELECTRICITY, INTERNET, TELEPHONE, WATER, DRAIN,  
GAS, COMPRESSED AIR**