



P. O. Box 32084  
Louisville, KY 40232  
Office: 502-459-6300 ► Fax: 502-459-0390  
[www.exceldecorators.com](http://www.exceldecorators.com)

**2019 Cognitive Development  
Society Conference**  
**October 17 – 19, 2019**  
**Galt House Hotel**  
**Grand Hall**  
**Louisville, Kentucky**

Excel Decorators, Inc. is pleased to have been selected as your Official Service Contractor for the **2019 Cognitive Development Society Conference**. Our goal is to assist in making your participation a success. Please review the following information and attached forms, **PAYING CLOSE ATTENTION TO DEADLINES FOR DISCOUNTED PRICES**. If you are not the person responsible for coordinating your exhibit, please route this information to the correct personnel.

<b>DEADLINE DATES:</b>	<b>Advance Discount Prices Deadline:</b>	<u>Thursday, October 3, 2019</u>
	<i>Must include full payment, including 6% sales tax</i>	
	<b>Shipping to Advance Warehouse Deadline:</b>	<u>Tuesday, October 15, 2019</u>
	<b>Shipping Direct to Show Site Start Date:</b>	<u>Thursday, October 17, 2019</u>

<b>EXHIBITOR MOVE-IN:</b>	<b>Thursday</b>	<b>October 17, 2019</b>	<b>1:00 pm – 5:00 pm</b>
<b>SHOW HOURS:</b>	<b>Friday</b>	<b>October 18, 2019</b>	<b>8:00 am – 7:00 pm</b>
	<b>Saturday</b>	<b>October 19, 2019</b>	<b>8:00 am – 7:00 pm</b>
<b>EXHIBITOR MOVE-OUT:</b>	<b>Saturday</b>	<b>October 19, 2019</b>	<b>7:00 pm – 8:00 pm</b>

**SHIPPING INFORMATION**      **To Advance Warehouse: Must Arrive by: 4:00 pm, Tuesday, October 15<sup>th</sup>**

CDS 2019  
c/o Excel Decorators  
400 Radio Drive, Bldg 5  
Louisville, KY 40218

**To Show Site: Cannot Arrive prior to 10:00 am on Thursday, October 17<sup>th</sup>**

CDS 2019  
c/o Excel Decorators/Galt House Hotel  
140 N 4<sup>th</sup> Street / 3<sup>rd</sup> Street Dock  
Louisville, KY 40202

Shipping Labels are included within this Exhibitor Kit. Be sure to include Booth Number on ALL shipping labels.  
**Exhibitors must fill out the Material Handling and Payment Forms within this kit.**  
**Freight without payment will be held until payment is made.**

**PROVIDED FURNISHINGS:**      **Each 8' x 10' Booth Space**

- 8' high background drapery (Blue)
- 3' high side rail drapery (Blue)
- 6' Skirted table (Black)
- Side Chairs (2)
- 7"x44" Identification Sign

These items are provided to you by CDS and will automatically be installed in your booth space. You do not need to do anything in order to receive the items listed above. These items **CANNOT** be exchanged or returned for credit. Different furnishings are available in the Exhibitor's Service Kit and may be rented at the stated prices.

**CARPETING:** The facility is carpeted.

**PAYMENT POLICY:** We require **100%** payment with the order for services, plus tax and anticipated freight handling charges. Credit card information for payment of advance orders and show site orders must be forwarded to Excel Decorators, Inc. in order for us to provide any equipment or services. All services/furnishings ordered on the show floor must be paid In full at the time the order is placed.

**UTILITY SERVICES:** Internet and electric must be ordered **DIRECTLY** through the **Galt House Hotel**. The order form can be accessed from our website, [www.exceldecorators.com](http://www.exceldecorators.com) using the same process used to download this Service Kit. **Please keep in mind this form, as well as payment for these services, must be returned directly to the Galt House Hotel & Suites.**

**MOVE-OUT PROCEDURE:** Exhibitors are not permitted to remove their materials from the hall until the official closing announcement has been made.

Exhibitor move-out:                      Saturday, October 19, 2019                      7:00 pm – 8:00 pm

**Note:** At the close of this event, **DO NOT** leave any items (display, literature, etc.) unattended in your booth. Excel Decorators Inc. and Show Management are not responsible for items left unattended.

**FREIGHT SHIPMENTS:** **ALL** freight shipments will incur a drayage (freight handling) charge, regardless of where they are shipped – warehouse or show site. The weight listed on the in-bound bill of lading will serve as the basis for the drayage charges for that shipment (you may use a certified scale weight slip in lieu of a bill of lading).

Enclosed you will find information detailing the shipment of items to this event. **ALL** shipments **MUST be prepaid**. Excel Decorators will not accept unpaid shipments. All shipments **MUST be consigned to Excel Decorators, Inc** in order for us to accept them for handling. Excel Decorators, Inc. reserves the rights to refuse any shipment not properly consigned.

Shipments direct to The Galt House Hotel may incur facility handling fees in addition to the drayage fees from Excel Decorators. We have enclosed labels for your convenience to use when shipping to the warehouse in advance or directly to the show site. Please be aware of the deadline dates for receiving freight.

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight, and description of contents. Upon shipping, immediately forward a copy of the bill of lading to Excel Decorators, Inc. and your show site representative.

The weight of your vehicle empty and loaded **MUST** be documented with certified weight receipts for billing purposes. Excel Decorators, Inc. will unload all shipments after your driver submits certified weight receipts at the receiving site.

**ANY** shipment received, at either the advance warehouse or show site, without payment information on file with Excel Decorators, Inc. will be held in receiving until **ALL** charges are paid in full.

No second party shipments will be received unless information, including credit card information, is on file with Excel Decorators, Inc.

**EMPTY CARTON STORAGE:**

Empty carton storage is provided at no additional charge to Exhibitors utilizing Excel Decorators Material Handling/Drayage. All others will be charged for this service.

Empty cartons will be picked up, stored, and returned at the close of the show, IF they are affixed with the empty labels by the exhibitor. These labels are available at our Customer Service Desk and are for empty storage only. You will not be able to access the empty cartons during the show.

**OUTBOUND FREIGHT:**

The official show carrier is *ABF Freight*. You may, however, choose another carrier for your outbound shipping.

**It is the responsibility of each exhibitor to contact their freight carrier to arrange for pick-up of their shipment IF they are not using the official show carrier.**

An Excel Decorators' Bill of Lading is **REQUIRED** for **ALL** shipments regardless of carrier and must be turned in to the Excel Decorators' Customer Service Desk. Please do not leave the building thinking someone else will take care of it for you. Excel Decorators, Inc. and Show Management are not responsible for items that do not have an Excel Decorators' Bill of Lading on file. Bills of Lading and blank shipping labels are available at the Excel Decorators' Customer Service Desk.

**Special Note – Shipping UPS or FedEx**

If shipping UPS or FedEx, shipments **MUST BE** picked up **BEFORE 8:00 pm Saturday, October 19<sup>th</sup>**. Shipments not picked up by this time will be re-routed on to the Official Show Carrier and you will be invoiced for payment by the Show Carrier. **NO EXCEPTIONS!**

All carriers must check in with Excel Decorators' Freight Desk on-site at the Galt House Hotel **NO LATER THAN 8:00 pm, Saturday, October 19, 2019.**

**Force/Re-Route Time: 8:00 pm Saturday, October 19, 2019.**

Any shipment not picked up by 8:00 pm on Saturday, October 19, 2019 will be **FORCED/RE-ROUTED** onto the official show carrier. You will either be invoiced for payment by the official show carrier or required to pay upon delivery of your shipment. **NO EXCEPTIONS!**

**Special Note**

All outbound shipping paperwork and Excel Decorators' Bill of Lading **MUST** be turned into the Excel Decorators' Customer Service Desk. Excel Decorators, Inc. will not be responsible or liable for any items left on the exhibitor floor without the proper documents turned into the Excel Decorators' Customer Service Desk. Forms can be picked up at the Excel Decorators' Customer Service Desk.

**AT NO TIME CAN ANY CARRIER OR INDEPENDENT CONTRACTOR  
SOLICIT ON THE EXHIBIT FLOOR.**

**ASSISTANCE:**

For questions, decorating and shipping assistance contact Excel Decorators, Inc., the Official Service Contractor

Before May 23<sup>rd</sup> – 502-962-1119

After May 24<sup>th</sup> - 502-459-6300.

Barb Arbuckle [barbuckle@exceldecorators.com](mailto:barbuckle@exceldecorators.com)

Ben Allgeier [ballgeier@exceldecorators.com](mailto:ballgeier@exceldecorators.com)



# Payment Authorization



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • 502-459-6300

18KY050919



If you are going to utilize any services provided by Excel Decorators, Inc., this form must be completed and submitted. A credit card is required to be on file in order to process your order. If payment is to be made by Company Check, this credit card will not be charged as long as your account is current and/or alternate payment is received by the close of the show. Please indicate the method of payment you will be using for all services provided. If you fail to provide payment on your invoice at the close of the show, Excel Decorators, Inc. Reserves the right to charge the remaining balance to this credit card. *Please arrange for complete Payment by the close of the show.*

## PAYMENT POLICY

Payment in full of all charges, including **6.0% tax**, must accompany your Advance Order to qualify for **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders received after the Discount Deadline and orders placed at Show Site will be charged at the **STANDARD RATES**. Charges are due and payable upon presentation of invoice at show.

A **\$55.00 BILLING CHARGE** applies to all accounts not paid in full by close of show.

After 30 days, any remaining balance on unpaid accounts will bear a **FINANCE CHARGE** of 1.5% per month which corresponds to an **ANNUAL PERCENTAGE RATE OF 18%**. All payments must reference show name, exhibitor name and booth number.

There will be a **\$55.00 NSF FEE** on all insufficient funds checks returned and a **\$40 SERVICE FEE** will be charged for credit cards declined during the billing process.

## MANDATORY CREDIT CARD INFORMATION TO BE PUT ON FILE

Enter Credit Card Information ☐ VISA ☐ MasterCard ☐ American Express

Enter card number without spaces

Exp. Date (MM/YY)

Security No.\*

\*Security Numbers for VISA and MC the last 3 digits of a number printed on the back of the card above the signature box. The Security Number for AMEX is a 4 digit number printed on the front of the card to the right and above the card number.

PRINT Cardholder Name

Cardholder Billing Address

Billing City, State, ZIP

## FORM OF PAYMENT

**Our Federal ID# is 35-1134437**

☐ Please use the **ABOVE CREDIT CARD ON FILE** for all charges incurred.

☐ **COMPANY CHECK #** \_\_\_\_\_  
Make Checks payable to Excel Decorators, Inc.

☐ Please use the **ABOVE CREDIT CARD ON FILE** for all remaining balances not covered by the check

Credit Card Authorization Signature

Credit Card Authorization Signature

## THIRD PARTY BILLING

Excel Decorators, Inc. will present invoices to third parties at show site for payment of all services rendered provided the following conditions are met:

1. The third party payment information completed below must be acceptable by Excel Decorators, Inc. Also, the credit card information below must be submitted to Excel.
2. If there is any doubt who is to be charged for a service, the exhibiting firm will be charged. The exhibiting firm is ultimately responsible for the payment of all charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
3. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this form. Otherwise, the request will be denied. (Excel Decorators reserves the right to deny Third Party Payment terms to any party)

Exhibiting Company Name

Contact Name- Title

Authorized Signature

Date

Third Party Company Name

Third Party Contact Name- Title

Third Party Authorized Signature

Date

Third Party Street or PO Box

Third Party City, State, ZIP

Third Party Phone / FAX

Enter Credit Card Information

☐ VISA ☐ MasterCard ☐ American Express

Enter card number without spaces

Exp. Date (MM/YY)

Security No.\*

Items to be billed to Third Party: \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



# Booth Sign



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

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## ▶ BOOTH SIGN POLICY

**Each Exhibitor Is Provided With A Standard Booth Identification Sign At No Additional Charge.**



***If You Do NOT Return This Form -***

***Information for the booth sign will be generated from a database provided to us by Show Management.***

Should you receive your Booth Sign at show site and it requires changes to be made from that information supplied to us by Show Management, the exhibitor shall be responsible for the production and delivery of a replacement Booth Sign and the below costs incurred. Excel Decorators is NOT responsible for any typographical errors and or otherwise erroneous information as provided to us by Show Management. In order to guarantee that the Exhibitor receives a Booth Sign that is free of errors, we strongly advise each Exhibitor to return this completed form with your order.

**Replacement Booth signs will be subject to a \$23.00 charge and incur a \$26.25 delivery fee.**

***If You Do NOT Return This Form - You are responsible for the costs incurred to produce and deliver a replacement Booth Sign.***

*All standard booth signs will be black lettering on a white background and do not include any special artwork or logos. Signs are in ALL CAPITAL LETTERS and there is a maximum of 35 characters including spaces.*

7"

**YOUR COMPANY NAME, INC.**

123

44"

## ▶ Enter Booth Sign Copy Below

Enter "Name" Text

**Maximum 35 characters includes spaces**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **[www.exceldecorators.com](http://www.exceldecorators.com)**



# Furniture & Floor Covering



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

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INFO

Show Colors are: **Blue**  
Booth Size is: **8' x 10'**  
Aisle Carpet is: **N/A**

## CHAIRS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Padded Side Chair w/out arms . . .	<b>\$51.50</b>	.. \$56.75	___
___	Plastic Side Chair . . . . .	<b>\$45.50</b>	.. \$50.25	___
___	High Stool, padded seat & back . .	<b>\$61.50</b>	.. \$67.75	___

**\*\* (2) - plastic side chairs are provided \*\***

## CARPETING

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	<b>Floor at facility: Ballroom Carpet</b>			
___	10' x 10' . . . . .	<b>\$153.50</b>	.. \$176.75	___
___	10' x 20' . . . . .	<b>\$258.50</b>	.. \$297.50	___
___	10' x 30' . . . . .	<b>\$371.75</b>	.. \$427.25	___
___	10' x 40' . . . . .	<b>\$484.00</b>	.. \$556.75	___
* For Carpet Lengths Over 40', please use <b>SPECIAL CUT CARPETING</b> below				
___	3/8" Carpet Pad (per sq. foot) . . . . .	<b>\$1.10</b>	.. \$1.75	___
___	Carpet Taping (per running foot) . . . .	<b>\$2.10</b>	.. \$2.75	___
___	Plastic Sheeting Cover (per sq. foot) . .	<b>\$ .40</b>	.. \$ .50	___

### Carpet Color Desired - Please Check ONE

- ☐ Teal ☐ Burgundy ☐ Hunter Green ☐ Red  
☐ Blue ☐ Purple ☐ Charcoal Gray ☐ Black

## SPECIAL CUT CARPETING

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	@ ___ ft. x ___ ft. = ___ sq. ft. x	<b>\$3.05</b>	.. \$3.50	___
___	Plastic Sheeting Cover (per sq. foot) . .	<b>\$ .40</b>	.. \$ .50	___

### Carpet Color Desired - Please Check ONE

- ☐ Teal ☐ Burgundy ☐ Hunter Green ☐ Red  
☐ Blue ☐ Purple ☐ Charcoal Gray ☐ Black

## ADDITIONAL DRAPE

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	running ft. of 8' high drape . . . . . x	<b>\$8.75</b>	.. \$10.75	___
___	running ft. of 3' high drape . . . . . x	<b>\$5.25</b>	.. \$6.75	___

### Drape Color Desired - Please Check ONE

- ☐ Teal ☐ Burgundy ☐ Hunter Green ☐ Red ☐ Gray  
☐ Blue ☐ Purple ☐ Dusty Rose ☐ Black ☐ White  
☐ Gold ☐ Beige ☐ Expo Green

\* **Additional Drape Sizes Available.**

Call for information on Lengths, Colors, Pricing and Availability.

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Add applicable tax on SUMMARY PAGE



**TOTAL**

ALL Tables include white plastic table cover

## TABLES

Qty:	Description - 30" High x 2' Wide	Discount Rate	Std. Rate	TOTAL
___	4' Long, Skirted 4 Sides. . . . .	<b>\$94.25</b>	.. \$113.50	___
___	6' Long, Skirted 3 Sides. . . . .	<b>\$109.00</b>	.. \$130.75	___
___	8' Long, Skirted 3 Sides. . . . .	<b>\$125.25</b>	.. \$150.50	___
___	4' Long, NOT SKIRTED. . . . .	<b>\$47.25</b>	.. \$57.00	___
___	6' Long, NOT SKIRTED. . . . .	<b>\$54.75</b>	.. \$65.75	___
___	8' Long, NOT SKIRTED. . . . .	<b>\$62.75</b>	.. \$75.25	___
___	ADD Skirt to 4th side of Table . . .	<b>\$40.50</b>	.. \$48.50	___

**\*\* (1) - 6' table is provided skirted on 3 sides in Black \*\***

## COUNTER HEIGHT TABLES

Qty:	Description - 42" High x 2' Wide	Discount Rate	Std. Rate	TOTAL
___	4' Long, Skirted 4 Sides. . . . .	<b>\$113.50</b>	.. \$136.00	___
___	6' Long, Skirted 3 Sides. . . . .	<b>\$131.00</b>	.. \$157.25	___
___	8' Long, Skirted 3 Sides. . . . .	<b>\$150.50</b>	.. \$181.00	___
___	4' Long, NOT SKIRTED. . . . .	<b>\$56.75</b>	.. \$67.75	___
___	6' Long, NOT SKIRTED. . . . .	<b>\$65.75</b>	.. \$81.50	___
___	8' Long, NOT SKIRTED. . . . .	<b>\$80.50</b>	.. \$96.50	___
___	ADD Skirt to 4th side of Table . . .	<b>\$46.75</b>	.. \$52.50	___

### Table Skirt Color Desired

Pick Skirt Color for Tables & Counter Height Tables from selection below

- ☐ Teal ☐ Burgundy ☐ Hunter Green ☐ Red ☐ Gray  
☐ Blue ☐ Purple ☐ Dusty Rose ☐ Black ☐ White  
☐ Gold ☐ Beige ☐ Expo Green

**! All tables have a maximum weight limit of 50 lbs. Excel Decorators is not liable for any damages if weight limit is exceeded.**

## TABLETOP RISERS

Qty:	Description - White Skirting	Discount Rate	Std. Rate	TOTAL
___	4'L x 12"W x 15"H /Skirt & Cover. .	<b>\$33.50</b>	.. \$40.00	___
___	6'L x 12"W x 15"H /Skirt & Cover. .	<b>\$40.00</b>	.. \$47.25	___
___	8'L x 12"W x 15"H /Skirt & Cover. .	<b>\$45.50</b>	.. \$53.50	___

## MISCELLANEOUS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Table Skirt Only (30" High) . . . . .	<b>\$62.75</b>	.. \$78.50	___
___	Table Skirt Only (42" High) . . . . .	<b>\$67.75</b>	.. \$85.00	___
___	Round Pedestal Table(30"W x 30"H) .	<b>\$88.50</b>	.. \$97.50	___
___	Round Pedestal Table(30"W x 42"H) .	<b>\$104.25</b>	.. \$114.75	___
___	Easel . . . . .	<b>\$23.00</b>	.. \$31.00	___
___	Waste Basket with liner . . . . .	<b>\$15.75</b>	.. \$19.50	___
___	Bag Rack . . . . .	<b>\$73.75</b>	.. \$79.50	___
___	Literature Stand . . . . .	<b>\$121.25</b>	.. \$140.75	___

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**





# Custom Carpet & Padding



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • **502-459-6300**

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## ORDERING POLICY

Custom Carpet orders **MUST** be received by one week prior to the Advance Discount Prices Deadline to guarantee delivery.

Advance payment in full required for all orders.

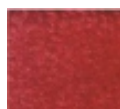
Cancellation policy:

There will be a 100% charge for custom carpet cancelled within four weeks prior to show opening.

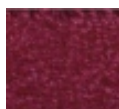
## CUSTOM CARPET

	Booth Size (Dims. In FEET)	Square Feet	Rate	TOTAL Cost
Custom Carpet	X	=	X \$4.25 sq.ft. = \$	

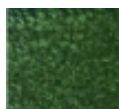
### Carpet Color Desired - Please Check ONE \*



☐ Red



☐ Burgundy



☐ Emerald



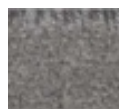
☐ Cobalt



☐ NuBlue



☐ Aluminum



☐ Charcoal



☐ Black



☐ White



☐ Vanilla Roast

\* Colors depicted on your monitor or reproduced by your printer may not accurately duplicate exact color of actual carpet.  
Colors are shown for demonstrative purposes only.

## CARPET PADDING

	Booth Size (Dims. In FEET)	Square Feet	Discount Rate	Std. Rate	TOTAL Cost
3/8" Carpet Padding	X	=	X \$1.10 sq.ft. or \$1.75 sq.ft. = \$		
1/2" Carpet Padding	X	=	X \$1.75 sq.ft. or \$2.00 sq.ft. = \$		

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



# Signs & Banners



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • **502-459-6300**

18KY050919

Prices Shown Are For Simple Design OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## POSTER SIGNS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	11" x 14" Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words) . . .	\$37.50	. . . \$47.25	_____
___	14" x 22" Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words) . .	\$53.75	. . . \$70.00	_____
___	22" x 28" Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words) . .	\$75.00	. . . \$97.50	_____
___	24" x 36" Foamcore Panel - 4 color process printing on vinyl mounted to .1875" thick Foamcore (10 words).	\$86.00	. . . \$111.75	_____
___	36" x 36" Foamcore Panel - 4 color process printing on vinyl mounted to .1875" thick Foamcore (10 words).	\$105.75	. . . \$137.75	_____
___	36" x 48" Foamcore Panel - 4 color process printing on vinyl mounted to .1875" thick Foamcore (10 words)	\$123.75	. . . \$160.75	_____
___	38" x 93" Tall Foamcore Panel w/feet 4 color on vinyl mounted to .5" thick Foamcore (10 words) . . . .	\$314.25	. . . \$408.00	_____
___	38" x 93" 2-Sided Tall Foamcore Panel w/feet (same as above with print on 2 sides) . . . . .	\$471.50	. . . \$612.75	_____

Prices Shown Are For Simple Design OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## BANNERS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	3'x 6' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$143.75	. . . \$187.50	_____
___	4'x 6' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$192.00	. . . \$249.50	_____
___	3'x 8' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$192.00	. . . \$249.50	_____
___	4'x 8' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$255.75	. . . \$332.50	_____
___	3'x 10' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$240.00	. . . \$311.75	_____
___	4'x 10' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$319.75	. . . \$415.50	_____

## OPTIONS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Add a cardboard easel back to any poster - suitable for posters on a tabletop. . . . .	\$11.00	. . . \$14.00	_____
___	Add velcro backing to any poster (price per linear foot) - order Qty. as linear feet . . . . .	\$6.25	. . . \$8.50	_____
___	Add Lamination to any poster (price per square foot) - gloss or texture finish, order Qty. as sq. Ft. .	\$3.75	. . . \$4.75	_____

## Enter Sign Copy Here

☐ PORTRAIT orientation ☐ LANDSCAPE orientation ☐ whatever works best

### Special Directions or notes:

## Need Something Special?

Excel Decorators has a full service in-house sign department that is capable of producing just about anything you might need. We have the capabilities to produce (but not limited to) all of the following :

Backlit Transparent Graphics	Cut Vinyl Graphics
Large format Printing (8' wide)	POP Display Graphics
Vehicle Graphics	Solvent Ink Printing
Floor Graphics	Die Cut Signs
CAD Drawings	Creative Design

Contact our Sign Department for a quote on your special needs:

[signshop@exceldecorators.com](mailto:signshop@exceldecorators.com)

Please send artwork to the above e-mail address. (MAX=5mb)

Acceptable file types: .EPS, .PDF, .TIF, .AI, High Res. JPGs  
DO NOT SEND: .GIF, Word Docs. or Low Res. JPGs

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

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# Banner Stands



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

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as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • **502-459-6300**

18KY050919

Prices Shown Are For Simple Design  
OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## DELUXE ROLL-UP BANNER STAND

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	Single Sided Banner Stand PURCHASE with banner . . . .	<b>\$467.00</b>	...\$605.25	_____
_____	Double Sided Banner Stand PURCHASE with 2 banners . .	<b>\$695.00</b>	...\$903.50	_____
_____	50 watt halogen spot light* mounted to top of stand . . . . .	<b>\$32.75</b>	...\$37.50	_____

\* Electrical connectivity not included - must order electric separately

► Enter Sign Copy Here

► Special Directions or notes:

**Portable banner stand  
attractively displays your message!**

This deluxe roll-up banner stands supports  
a vinyl banner measuring 81" tall by 32.5" wide.  
Have our designers prepare artwork for your approval  
or provide your own print ready design.  
Add a light mounted to the top for extra attention.

The stand will be delivered to your booth  
at exhibitor set-up. At the end of the show,  
simply release the top clasp, wind the  
banner back inside the base, pack it in the  
provided soft shell case and carry it home!



Carrying Case Included!

## STANDARD X-FRAME BANNER STAND

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	X-Frame Stand PURCHASE with 24" x 63" Banner . . . .	<b>\$307.00</b>	...\$399.00	_____
_____	X-Frame Stand PURCHASE with 32" x 71" Banner . . . .	<b>\$350.75</b>	...\$456.00	_____

► Enter Sign Copy Here

► Special Directions or notes:

**Economical stand  
travels where you go!**

This X-frame stand accommodates  
either a 24" x 63" vinyl banner or a  
32" x 71" vinyl banner. It's lightweight  
construction and ease of set up make it a  
practical and efficient point of advertisement.  
Stand breaks down quickly and stores in  
the provided carrying bag!



Carrying Case Included!

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**TOTAL**

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**

Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

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FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • **502-459-6300**

18KY050919



**Discount Rate**  
**\$769.25**  
  
**Std. Rate**  
**\$859.75**



**Discount Rate**  
**\$1,212.75**  
  
**Std. Rate**  
**\$1,395.00**



**Discount Rate**  
**\$1,012.25**  
  
**Std. Rate**  
**\$1,164.00**

## PRESET #1

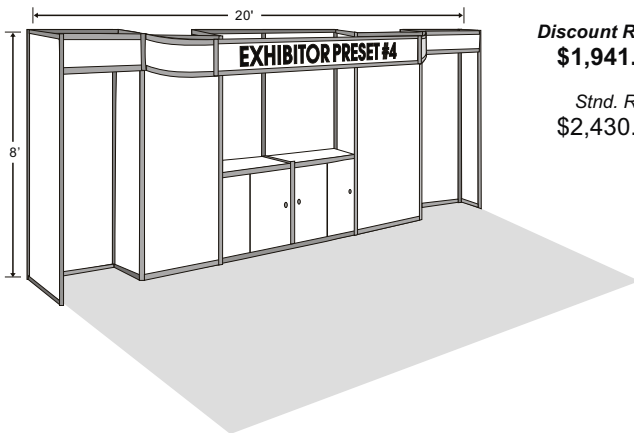
This **BASIC BACKWALL** accommodates a 10' wide booth and comes standard with WHITE PVC panels, 3 meter Plexi header with company name and 3 swivel flood lights.

## PRESET #2

This **BASIC BACKWALL w/ COUNTER** accommodates a 10' wide booth and comes standard with WHITE PVC panels, 3 meter counter w/storage, 3 meter Plexi header with company name and 3 swivel flood lights.

## PRESET #3

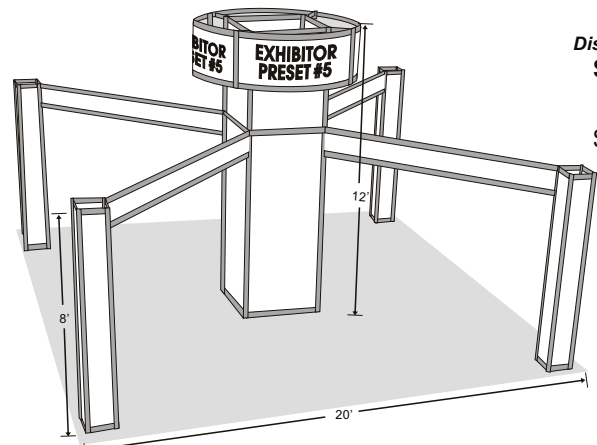
This **DELUXE BACKWALL** accommodates a 10 wide booth and comes standard with WHITE PVC panels, 2 meter Plexi header w/ company name and 3 swivel flood lights.



**Discount Rate**  
**\$1,941.25**  
  
**Std. Rate**  
**\$2,430.75**

## PRESET #4

This 20' wide **DOUBLE PRESET w/ COUNTERS** comes standard with WHITE PVC panels, 2 meter counter w/ storage, 3 meter Plexi header with company name and 4 swivel flood lights.



**Discount Rate**  
**\$2,382.50**  
  
**Std. Rate**  
**\$2,739.75**

## PRESET #5

This 20'x20' **ISLAND PRESET** towers above the show floor at 12' and comes standard with WHITE PVC panels, 4 satellite towers w/ connectors, 4 PVC curved headers with company name and 4 swivel flood lights.

**Enter Header Copy Here**

**Header is included standard with black block letters.**

Contact our Art Department for Logos and Custom Graphics. Quoted upon request.

**Panel Color - White is STANDARD / Colors available**

Colored Panels are available for an **additional 25%** of the Preset Price.

- ☐ Dk. Blue   ☐ Dk. Gray   ☐ Green   ☐ Red   ☐ Yellow  
☐ Lt. Blue   ☐ Lt. Gray   ☐ Beige   ☐ Black

**If Ordering Colored Panels, ADD 25% HERE**

Graphic Panels and Custom Artwork Quoted Upon Request.

**Orders placed after the Discount Deadline may be subject to availability and/or an additional delivery charge.**

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**TOTAL**

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

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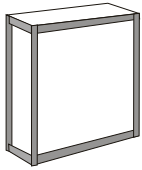
All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.  
FAX forms to: **502-459-0390**

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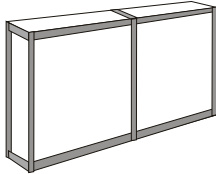
18KY050919

## COUNTERS

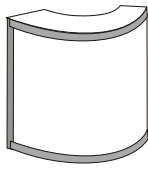
Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	1m wide by .5m deep by 42" tall Counter - Comes standard with white PVC panels . . . . .	\$203.25	..\$264.00	_____
___	2m wide by .5m deep by 42" tall Counter - Comes standard with white PVC panels . . . . .	\$323.25	..\$420.25	_____
___	1m Radius by .5m deep by 42" tall Curved Counter - Comes standard with white PVC panels . . . . .	\$268.75	..\$349.25	_____
___	Interior Shelf for above counters - per 1m x .5m shelf, curved or straight . . . . .	\$29.50	..\$38.25	_____
___	Sliding Doors for above counters (set of 2 panels) - Not available for 1m radius curved counter . . . . .	\$73.25	..\$95.00	_____
___	PVC panel for back side of counter - per 1m section, curved or straight . . . . .	\$37.25	..\$48.50	_____



1m Counter



2m Counter



1m Radius Counter

\* Standard Counters have PVC panels on 3 sides. leaving the back open

### Panel Color - White is STANDARD / Colors available

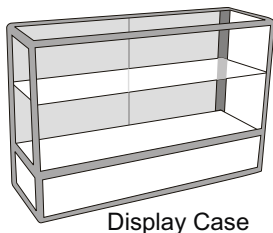
Colored Panels are available for an additional 25% of the Counter Price.  
All COUNTER TOPS are WHITE only.

☐ Dk. Blue   ☐ Dk. Gray   ☐ Green   ☐ Red   ☐ Yellow  
☐ Lt. Blue   ☐ Lt. Gray   ☐ Beige   ☐ Black

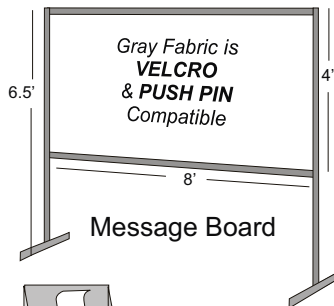
If Ordering Colored Panels, ADD 25% HERE \_\_\_\_\_  
Graphic Panels and Custom Artwork Quoted Upon Request.

## ADDITIONAL ACCESSORIES

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Message Board . . . . .	\$154.75	..\$194.00	_____
___	<input type="checkbox"/> VELCRO/PUSH-PIN compat.< or > <input type="checkbox"/> WHITEBOARD dry erase			
___	Display Case. . . . .	\$566.50	..\$736.50	_____
___	Glass top, front and sides, solid bottom shelf with lockable doors			
___	Leaflet Rack . . . . .	\$15.75	..\$20.25	_____
___	Plexiglass construction with adhesive backing			
___	Brochure Rack . . . . .	\$25.50	..\$32.50	_____
___	Plexiglass construction with adhesive backing			



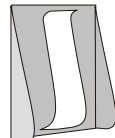
Display Case



Message Board



Leaflet Rack



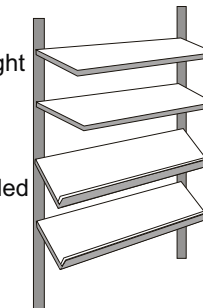
Brochure Rack

## PRESET BOOTH ACCESSORIES

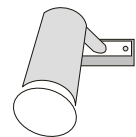
Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Swivel Flood Lights. . . . .	\$48.00	..\$62.50	_____
___	Metal construction with swivel base, 75 watt bulb			
___	Display Shelves . . . . .	\$32.25	..\$42.00	_____
___	1m wide by 16" deep, white only.			
___	Select: <input type="checkbox"/> Straight < or > <input type="checkbox"/> Angled			

Straight

Angled



Display Shelves



Swivel Flood Light

**Need something else?** If you need a custom design preset booth or any other custom design hardwall construction,  
Excel Decorators can work with you to come up with the perfect preset design to meet your needs!  
Orders placed after the Discount Deadline may be subject to availability and/or an additional delivery charge.

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Add applicable tax on SUMMARY PAGE  
\$ TOTAL

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

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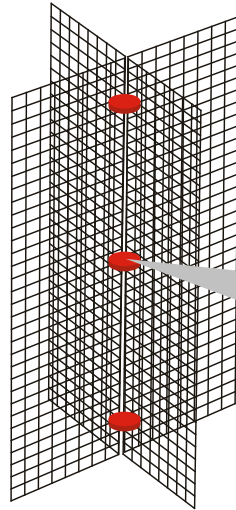
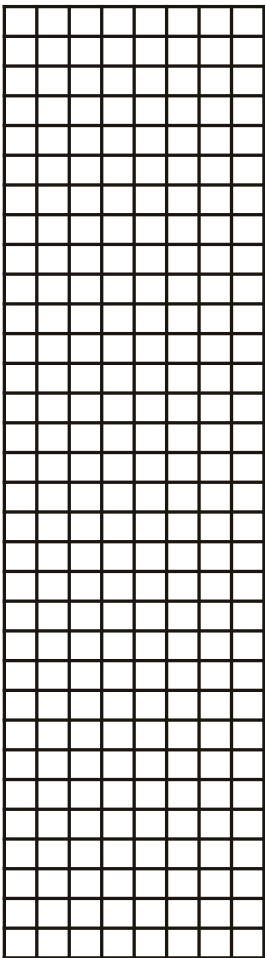
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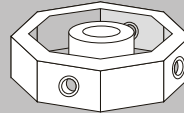
## WIRE MESH PANELS / HARDWARE

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Wire Mesh Grid Wall Panel - (Black, 2' x 8')	\$82.75	\$111.75	___
___	Grid Leg - (Black, price per leg)	\$12.50	\$16.25	___
___	4-Way Connector Bracket - (Connects 4 panels at 90° angles, price per bracket)	\$3.00	\$3.75	___
___	Waterfall Display Arm - (Chrome, per arm)	\$10.50	\$14.25	___

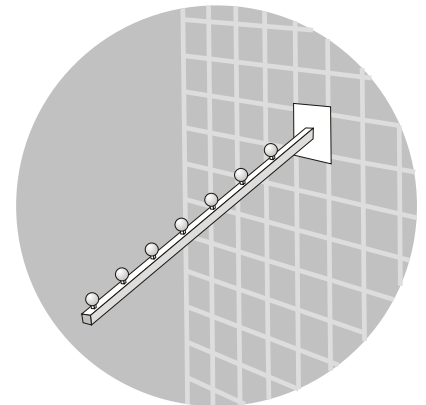
**Individual Panel**  
2' x 8'



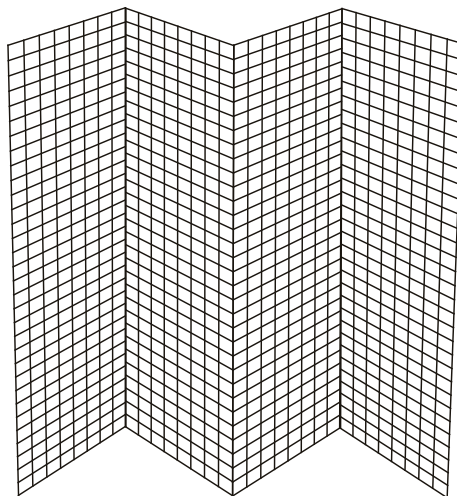
4 panels mounted  
at 90 degrees using three  
4-Way Connector Brackets



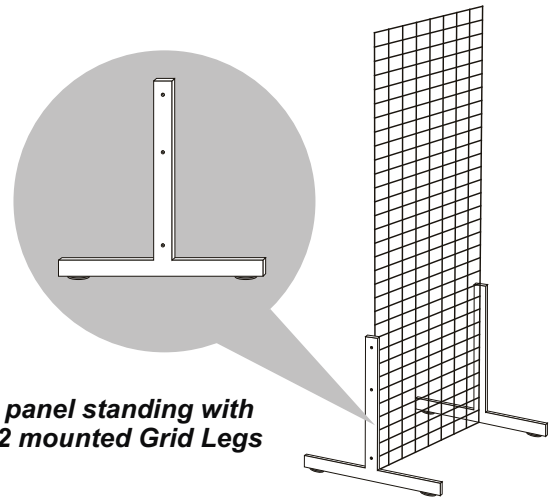
Waterfall Display Arm  
is perfect for hanging  
product or bags



Black Wire Mesh Grid Panels  
secured with plastic zip ties



panel standing with  
2 mounted Grid Legs



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SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

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# Material Handling Rates



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

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as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • **502-459-6300**

18KY050919



**Excel has been selected as EXCLUSIVE Drayage and Material Handling Contractor for this show.**

1. Mail this form and your advance payment to the order processing address noted above as soon as possible.

**SEE NEXT PAGE FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.**

2. All shipments must be consigned to Excel Decorators, Inc. All shipments must be sent pre-paid. Excel Decorators has the right to refuse any shipment that is not properly consigned. All shipments must be sent pre-paid. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

3. All Warehouse shipments must be received at least **Two (2) business days** (EXCLUDES SAT. & SUN.) prior to decorator move-in. Any materials received at warehouse after that date will be subject to an additional handling charge. Warehouse Hours are: 8am - 5pm / Mon. - Fri. / Closed on Holidays

4. Exhibitors requiring the use of docks to load or unload their vehicles/trucks are subject to Material Handling Rates referenced in this kit. All materials will be weighed and charged accordingly. Forklift rates are not permissible for loading/unloading.

5. Actual Carrier shipping charges are billed through the Carrier. Rates below reflect Material Handling/ Drayage charges ONLY.

**Please select Shipping destination and estimate charges on the next page.**

## ► MATERIAL HANDLING SERVICES (200 lb. Minimum)

**Crated/Skidded:** Materials that are skidded or in any type of shipping container that can be unloaded at the dock without any additional handling.

**Loose/Uncrated:** Material delivered by the carrier in such a manner that it requires additional handling. Examples of addn'l. handling include, but are not limited to: constricted space unloading, loads mixed with pad wrapped material, loose or uncrated materials, unskidded boxes or cartons, and unskidded machinery with lifting bars or hooks. Federal Express, UPS, DHL and MOST package delivery services are included in this category due to their delivery procedures.

### ► To WAREHOUSE: Advance Shipments to Warehouse **MUST be received by 4:00pm on Tuesday, October 15, 2019**

Shipments received and stored 30 days in advance and delivered to booth, removal and return of empty crates, handling of outbound shipment to common carrier.

**Crated/Skidded: \$69.75 Per CWT\***

**Loose/Uncrated: \$81.75 Per CWT\***

### ► DIRECT to SHOW: Direct to Show Shipments **CANNOT arrive prior to 10:00am on Thursday, October 17, 2019**

Shipments received at exhibit facility and delivered to your booth, removal and return of empty crates, handling of outbound shipment to common carrier,

**Crated/Skidded: \$67.00 Per CWT\***

**Loose/Uncrated: \$79.25 Per CWT\***

*Rates do not include movement or repositioning of equipment*

### ► ENVELOPES and SMALL PACKAGES:

Small Packages received at our WAREHOUSE or at SHOW  
**25lb. MAXIMUM PER SHIPMENT**

**ADV. to WAREHOUSE: \$48.50 Per Shipment**

**DIRECT to SHOW: \$37.50 Per Shipment**



**\* PER CWT = PER 100 lbs. There is a 200 LB. MINIMUM, Weights will be rounded up to next CWT.**

*Example: 46 lbs. Will round up to 2 CWTs - 318 lbs. Will round up to 4 CWTs.*

### ► Special Services And Rates

Banding for the packaging of displays and equipment is available at the Drayage Contractors Service Desk for \$.55 per lin. ft. plus labor at prevailing rates. Shrink wrap banding is available at \$42.00 per skid. Forklifts and drivers are available for spotting equipment in the booth at the prevailing rates for equipment and labor.



### **Outbound Freight Will Be Forced If Not Picked Up Prior to 8:00pm ON Saturday, October 19, 2019**

**FORCED Freight will be shipped using destination information available at show site and MIGHT NOT be shipped to your desired destination. Outbound Freight that cannot be FORCED from show site for any reason shall be returned to the Warehouse of Excel Decorators and stored until the exhibitor selected carrier can expedite shipment. There will be a \$0.30 per pound surcharge for this service with a minimum charge of \$120.00.**

#### **GENERAL INFORMATION AND TERMS: ALL SHIPMENTS MUST ARRIVE PREPAID**

1. Rates quoted above apply on each shipment received, based on actual or estimated weight and are based on A 200 POUND MINIMUM CHARGE PER SHIPMENT WHETHER RECEIVED AT WAREHOUSE OR AT SHOW SITE. No allowance will be made for attrition during event.
2. EXCEL Decorators, Inc., as the EXCLUSIVE Material Handling Contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
3. Exhibitors requiring the use of docks to load or unload their vehicles/trucks are subject to Material Handling Rates referenced in this kit. All materials will be weighed and charged accordingly. Forklift rates are not permissible for loading/unloading
4. Shipments must be consigned to Excel Decorators, Inc. as the convention site does not have the facilities to receive such shipments and will refuse them.
5. Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
6. Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a bill of lading. In the event your special carrier fails to pick up within the allotted move-out time, such shipments will be rerouted by EXCEL Decorators, Inc., on designated carriers.
7. All shipments requiring special handling for any reason or due to length, width or height will be handled on a time and material basis.
8. Rates do not include movement or repositioning of equipment after first delivery to booth.
9. Although expedited to the best of our ability, EXCEL will not be responsible for delay of rush shipments. To avoid confusion, remove all expired shipping labels before outbound shipment.
10. Exhibits left on the Exhibit Floor without Return Instructions are subject to a 10% handling charge and will be forwarded to the permanent address of the Exhibitor or his agent, freight collect on designated carriers, and no liability of any nature shall attach to Exhibit Management or to Excel Decorators. EXCEL will not be responsible for conditions, count or content until such time as exhibits or materials are picked up for removal after close of the exhibition.
11. EXCEL will not be liable hereunder if it is prevented from performing as specified by strike, fire, act of God, or for any other reason beyond its control.
12. IT IS UNDERSTOOD THAT ALL SHIPMENTS ARE RELEASED TO EXCEL AT A VALUE NOT TO EXCEED 30¢ PER POUND, PER ARTICLE, WITH A MAXIMUM LIABILITY OF \$50.00 PER SHIPMENT.

**Insurance** EXCEL Decorators, Inc. and its agents, will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, nor prior to taking physical count and possession in preparation to moving such material. Therefore, please make certain all your material is properly insured against "ALL RISKS" while in transit to and from your point of origin, to and from your booth and for the duration of the exhibition.

To download forms, view rental items or for more information, please visit: **[www.exceldecorators.com](http://www.exceldecorators.com)**





# Material Handling/Drayage



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • **502-459-6300**

18KY050919

## ▶ ADVANCE SHIPPING (To Warehouse)

To: (Name of Exhibitor & Booth Number)

For: **CDS 2019**

C/O: Excel Decorators  
4000 Radio Drive  
Bldg 5  
Louisville, Kentucky 40218

! Advance Shipments may be shipped up to 30 Days in advance,  
but **MUST** be received by 4:00pm on Tuesday, October 15, 2019

## ▶ DIRECT TO SHOWSITE SHIPPING

To: (Name of Exhibitor & Booth Number)

For: **CDS 2019**

C/O: Excel Desk/Galt House Hotel  
140 N. 4th Street/ 3rd Street Dock  
Louisville, KY 40202

! Direct Shipments **WILL BE REFUSED** prior to Excel's Move-In  
and **CANNOT** arrive prior to 10:00am on Thursday, October 17, 2019

## ▶ INBOUND SHIPMENTS (Minimum 200lbs. Per Shipment)

# Pieces	Total Lbs.	Carrier	Ship Date	EST. Arrival Date	Materials are . . .	Shipping to . . .	CWT(min 2)	X Rate*	= EST. TOTAL
					<input type="checkbox"/> Crated/Skidded <input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Advance to WAREHS. <input type="checkbox"/> Direct to SHOWSITE			
					<input type="checkbox"/> Crated/Skidded <input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Advance to WAREHS. <input type="checkbox"/> Direct to SHOWSITE			
					<input type="checkbox"/> Crated/Skidded <input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Advance to WAREHS. <input type="checkbox"/> Direct to SHOWSITE			

\* Shipping Information and Rates may be found on the previous page.

## ▶ OUTBOUND SHIPPING INFORMATION (At Close of Show)

Ship To \_\_\_\_\_ Attention \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

This is NOT a Bill of Lading, Please fill out a Standard Bill of Lading for outbound shipments and return a copy to Excel Service Desk.

## ▶ OUTBOUND MATERIAL DESCRIPTION

\_\_\_\_\_ # Crates \_\_\_\_\_ # Skids  
\_\_\_\_\_ # Display Cases \_\_\_\_\_ # Carpets  
\_\_\_\_\_ # Cartons \_\_\_\_\_ # Other \_\_\_\_\_

Total Number of Pieces In Your Shipment \_\_\_\_\_

Notes: \_\_\_\_\_

## ▶ SELECT OUTBOUND CARRIER

- ☐ Designated GROUND Carrier - ABF Freight  
☐ Designated AIR Carrier - NA  
☐ Other Ground Carrier \*\* \_\_\_\_\_  
☐ Other Air Carrier \*\* \_\_\_\_\_  
☐ Other Van Line \*\* \_\_\_\_\_

! \*\* NOTE: Designated Ground and Air carriers are listed in the "SELECT OUTBOUND CARRIER" section above. If using other carriers:  
**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CALL THEIR CARRIER AND ARRANGE FOR PICKUP WITHIN THE ALLOTTED MOVE-OUT TIME.**  
Excel will load out shipment when your carrier arrives. EXCEL CANNOT BE RESPONSIBLE FOR ANY ITEMS LEFT UNATTENDED ON THE SHOW FLOOR.  
(See limit of liability outlined in Material Handling Rates) All shipments will be sent COLLECT unless specific instructions are included.  
Excel Decorators, Inc. Is not responsible for freight charges.

\*\* Outbound UPS, FED EX and DHL Must have completed Air Bills with senders Account Number. Exhibitor is Responsible for Scheduling Pick-Up. \*\*

## ▶ THIRD PARTY BILLING

Company Name \_\_\_\_\_ Billing Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_  
Payment Guaranteed By (PRINT) \_\_\_\_\_ Guarantor Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\* CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



TOTAL

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**

# ADVANCE SHIPPING LABELS

**ADVANCE TO WAREHOUSE:** Use the shipping labels below for shipments to be received IN ADVANCE at our Warehouse address. Please note the Advance Shipping Deadline on the labels. Shipments to arrive after this date must use DIRECT TO SHOWSITE shipping.

**ADVANCE  
TO WAREHOUSE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **CDS 2019**

*C/O:* **Excel Decorators  
4000 Radio Drive  
Bldg 5  
Louisville, Kentucky 40218**

Advance Shipments may be shipped up to 30 Days in advance,  
but ***MUST*** be received by 4:00pm on Tuesday, October 15, 2019



**ADVANCE  
TO WAREHOUSE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **CDS 2019**

*C/O:* **Excel Decorators  
4000 Radio Drive  
Bldg 5  
Louisville, Kentucky 40218**

Advance Shipments may be shipped up to 30 Days in advance,  
but ***MUST*** be received by 4:00pm on Tuesday, October 15, 2019



**ADVANCE  
TO WAREHOUSE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **CDS 2019**

*C/O:* **Excel Decorators  
4000 Radio Drive  
Bldg 5  
Louisville, Kentucky 40218**

Advance Shipments may be shipped up to 30 Days in advance,  
but ***MUST*** be received by 4:00pm on Tuesday, October 15, 2019



# SHOWSITE SHIPPING LABELS

**DIRECT TO SHOWSITE:** Use the shipping labels below for shipments to be received AT THE SHOWSITE address. Please note that Showsite Shipments CANNOT arrive earlier than the time stated on the labels as THEY WILL BE REFUSED by the facility.

**DIRECT  
TO SHOWSITE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **CDS 2019**

*C/O:* **Excel Desk/Galt House Hotel  
140 N. 4th Street/ 3rd Street Dock  
Louisville, KY 40202**



Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT arrive prior to 10:00am on Thursday, October 17, 2019**

**DIRECT  
TO SHOWSITE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **CDS 2019**

*C/O:* **Excel Desk/Galt House Hotel  
140 N. 4th Street/ 3rd Street Dock  
Louisville, KY 40202**



Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT arrive prior to 10:00am on Thursday, October 17, 2019**

**DIRECT  
TO SHOWSITE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **CDS 2019**

*C/O:* **Excel Desk/Galt House Hotel  
140 N. 4th Street/ 3rd Street Dock  
Louisville, KY 40202**



Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT arrive prior to 10:00am on Thursday, October 17, 2019**

# Your official air freight and ground freight carrier ABF Freight<sup>SM</sup>

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

**800.654.7019**  
Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services





# REQUEST FOR INFORMATION

## ABF FREIGHT<sup>SM</sup> • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Dates \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Estimated Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

**If you are faxing this form**, please print a copy, complete the requested information, and then fax to **479.785.8701**.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048

# 800-654-7019

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903







# Install/Dismantle Labor



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-549-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • **502-459-6300**

18KY050919

## HOURLY RATES

pmh = Per Man Hour

Description	Discount Rate*	Std. Rate*
Straight Time (One Hour Minimum per Person) . . . . . 8:00am - 5:00pm / Monday-Friday . . .	\$69.00 pmh . . . . .	\$88.50 pmh
Overtime Pay (One Hour Minimum per Person) . . . . . 5:00pm - 12:00am / Monday-Friday & . . .	\$103.50 pmh . . . . .	\$132.75 pmh
ALL Day Saturday		
Doubletime Pay (One Hour Minimum per Person) . . . . . 12:00am - 8:00am / Monday-Friday & . . .	\$138.00 pmh . . . . .	\$177.00 pmh
ALL Day Sunday & Holidays		

It is the responsibility of the Exhibitor/Supervisor to SIGN IN LABOR prior to installation/dismantle and SIGN OUT LABOR upon completion. Failure to do so will result in the estimation of LABOR TIME by Excel Decorators.

\*After one hour minimum, time is charged in one hour increments

## INSTALL / DISMANTLE

	Date	* Start Time	NO. of Workers	EST. Hours	TOTAL Hours	Hourly Rate	EST. Cost
JOB 1	Labor to <u>Install</u> display			X	=	X \$	= \$
	Labor to <u>Dismantle</u> display			X	=	X \$	= \$
JOB 2	Labor to <u>Install</u> display			X	=	X \$	= \$
	Labor to <u>Dismantle</u> display			X	=	X \$	= \$

## SUPERVISION

- ☐ **Exhibitor Supervision:** \*Start time will be guaranteed only where labor is ordered for the start of the work day (8:00am unless official set-up time begins later), since the time for completion of earlier jobs is approximate. The Exhibitor's show site representative must check in at the service desk to pick up laborers. Upon completion of the work, it is important for the exhibitor to sign people out at the service desk. If Exhibitor fails to pick up labor at the time ordered, a one hour per laborer "no-show" will be applied.

*All Work Is Done Under Supervision Of The Exhibitor.*

- ☐ **Excel Supervision:** Excel Decorators, Inc. personnel can supervise the installation and dismantling of your display. This will be in all cases when you will not have the personnel present to supervise. The charge for this service shall be 25% of the total labor bill.

*All Work Is Done Under Supervision Of The Excel Decorators.*

### Information needed for Excel Supervision (Please check all that are applicable)

Number of crates or cases \_\_\_\_\_

☐ Special Instructions Attached

☐ Self Contained Unit

☐ Set-Up Plans Attached

☐ Photo Attached

☐ Set-Up Plans in Crate # \_\_\_\_\_

**If Ordering Excel Supervision**

**ADD 25% HERE** \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



# Custom Cleaning



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • **502-459-6300**

18KY050919

## Show Management Provides Vacuuming Of Aisles Nightly

1. Individual cleaning for your booth may be ordered by checking below the services desired.
2. Carpet is installed show ready.
3. Charges based upon gross exhibit booth area.

## Additional cleaning as follows:

### CARPET CLEANING

psf = Per Square Foot

Description

Discount Rate

Std. Rate

- ☐ ONE TIME Vacuuming on (day/date): \_\_\_\_\_ **\$0.36 psf.** . . . . \$0.40 psf
- ☐ Vacuuming BEFORE INITIAL OPENING of exhibit and DAILY thereafter. . . . . **\$0.32 psf/day** . . \$0.37 psf

Booth Size (Dims. In FEET)      Square Feet      Rate (above)      NO. of Days      TOTAL Cost

Carpet Cleaning	X	=	X \$	X	= \$
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### EXHIBIT CLEANING

psf = Per Square Foot

Description

Discount Rate

Std. Rate

- ☐ ONE TIME Cleaning and dusting of Display Structure and Furnishings on (day/date): \_\_\_\_\_ **\$0.21 psf.** . . . . \$0.22 psf
- ☐ Cleaning and dusting of Display Structure and Furnishings  
BEFORE INITIAL OPENING of exhibit and DAILY thereafter . . . . . **\$0.17 psf/day** . . \$0.18 psf

Booth Size (Dims. In FEET)      Square Feet      Rate (above)      NO. of Days      TOTAL Cost

Exhibit Cleaning	X	=	X \$	X	= \$
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\* Porter Service available upon request.

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



TOTAL

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**

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

The Official Service Contractor is appointed to:

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

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

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

The Exhibitor **MUST** notify Excel Decorators of its intention to utilize its own appointed independent contractor on the form provided in this manual **No Later than October 3, 2019**

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

- The EAC must have all licenses, permits and/or bondings required by federal, state, county or municipal governments and the exposition hall management prior to commencing work and shall provide Excel Decorators with evidence of such compliance.
- The EAC must carry comprehensive general liability insurance with limits of liability of not less than \$1,000,000 combined single limits for bodily injury and property damage; comprehensive automobile liability insurance for all owned and non-owned vehicles in amounts not less than \$1,000,000 for bodily injury and property damage and including loading and unloading hazards; and Workers' Compensation insurance with minimum limits of liability as required by Kentucky statutes. The insurance carriers providing such insurance shall have no less than an "A" rating according to A.M.'s Best's rating and shall be authorized to do business in Kentucky. EAC shall provide **EXCEL DECORATORS — NO LATER THAN October 3, 2019** with a Certificate of Insurance showing coverages, amounts and policy coverage periods. An EAC who fails to submit such Certificate of Insurance shall not be granted permission to perform any services at the show.
- The EAC must follow scheduled work times or pay any additional costs incurred because of extended work hours. The EAC must adhere to all rules of ingress and egress.
- The Exhibitor, in writing, must notify EXCEL DECORATORS of their intention to utilize an independent contractor (EAC) **NO LATER THAN October 3, 2019**. The Exhibitors must furnish the name, address, telephone number, and email of the EAC contact person and firm. Letters as such from the EAC are neither valid nor acceptable. (See EAC Authorization form in the service kit) Only the exhibitor named EAC's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the EAC will not be authorized admittance on the show floor unless those employees are named and badges as specified below. The EAC must furnish Excel Decorators 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 EAC containing the EAC name, employee's name, & Exhibiting Company's name, PLUS wear a supplied exhibitor work pass if required by Show Management.
- The EAC **MAY NOT** solicit business on the Show floor. All EAC personnel must confine all activities to the booth(s) of their client(s) and may not enter the display area of a non-client for any purpose.
- The EAC must confine his operation to the exhibit area of his client(s). No service desks, storage areas or other work facilities will be located elsewhere in the exposition halls.
- The EAC must comply with all labor agreements and practices and must not commit or allow to be committed by persons in his employ, any acts that could lead to work stoppages, strikes or labor problems.
- The Show floor, aisles, loading docks, service and storage areas will be under the control of the official General Service Contractor. The EAC must coordinate all his activities with the Official General Service Contractor, Excel Decorators, Inc.
- In performing work for his client(s), the EAC shall cooperate fully with the Official General Service Contractor and assist him in fulfilling his responsibilities.
- The EAC will share with the official contractor all reasonable costs related to its operation; including overtime pay for stewards, restoration of Exhibit Space to its initial condition, etc.
- The EAC must comply with all local labor regulations.
- EAC should be advised not to store their tools, ladders, and etc. in the crates.
- For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, NO contractor or supplier other than the Official Services 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. Exhibitors and EACs are not permitted to use forklifts and motorized pallet jacks.
- Excel Decorators, Inc. has the option to not allow any work to begin until the EAC complies with the above Rules and Regulations.



# EAC Authorization



Form must be received by  
**October 3, 2019**  
For USE OF EAC at this event

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • 502-459-6300

18KY050919

## Notice of Intent to Use Exhibitor Appointed Independent Contractor

This form **MUST** be submitted by Exhibitor if **ANY** contractor not listed in the Exhibitor's Manual will be used by Exhibitor, including display builder, if a representative will be on-site.

Please refer to the EAC POLICIES sheet included in this Exhibitor Kit. It outlines the regulations for the use of EAC's, and the rules and policies EAC's are expected to abide by during all phases of this event.

Please **DO NOT** fill out this sheet without having first read this very important EAC POLICIES sheet.

This form **MUST BE** returned by the above deadline in order to use EAC services.

### EXHIBITOR / EAC INFORMATION

Exhibiting Company: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ FAX: ( \_\_\_\_\_ ) \_\_\_\_\_ Booth #(s): \_\_\_\_\_

I/we intend to use the following company  
to service our exhibit at the following event:

SHOW DATES: October 17 - 19, 2019  
Galt House Hotel  
Grand Hall  
Louisville, Kentucky

**Cognitive Development  
Society 2019 Conference**

Independent Contractor: \_\_\_\_\_

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

City

State ZIP

Contact: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Service(s) to be provided by the above independent contractor: \_\_\_\_\_

### EXHIBITOR AUTHORIZATION

I/we agree that all rules and regulations governing the use of an exhibitor-appointed independent contractor will be followed.

Submitted by: \_\_\_\_\_  
Type or print name

Title

Authorized Exhibitor signature

Date

**THIS FORM MUST BE SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY,  
NOT THE EXHIBITOR-APPOINTED INDEPENDENT CONTRACTOR**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



# Order Summary



Payment must be received by  
**October 3, 2019**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-459-0390**

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • **502-459-6300**

18KY050919

All orders must be received in our office with payment by the Discount Deadline Date to qualify for Discount Rates. Orders received before the Discount Deadline Date but without payment will be charged at Standard Rates unless payment is received before the Discount Deadline expires.

Exhibitors placing orders with a Tax Exempt Organization must also include a copy of their Tax Exempt Certificate with their order.



\* Order Forms for services NOT provided by Excel Decorators, will need to be submitted with payment to their respective addresses. These might include (but are not limited to) Utility Services (Electrical, Telephone, Cable TV, Compressed Air/Gas, Fiber Optic) or other miscellaneous services provided by the facility or outside sub-contractors.

Please Check the forms you are returning with your order and fill in individual totals from each page.

## ► NON-TAXABLE ITEMS

- |  |          |
|--|----------|
| <input type="checkbox"/> Payment Authorization     | -na-     |
| <input type="checkbox"/> Booth Sign                | -na-     |
| <input type="checkbox"/> Material Handling/Drayage | \$ _____ |
| <input type="checkbox"/> Install/Dismantle Labor   | \$ _____ |
| <input type="checkbox"/> Custom Cleaning           | \$ _____ |
| <input type="checkbox"/> EAC Authorization         | -na-     |

## ► TAXABLE ITEMS

- |   |          |
|---|----------|
| <input type="checkbox"/> Furniture & Floor Covering | \$ _____ |
| <input type="checkbox"/> Custom Carpet & Padding    | \$ _____ |
| <input type="checkbox"/> Preset Booth Displays      | \$ _____ |
| <input type="checkbox"/> Counters & Accessories     | \$ _____ |
| <input type="checkbox"/> Signs & Banners            | \$ _____ |
| <input type="checkbox"/> Banner Stands              | \$ _____ |
| <input type="checkbox"/> Wire Mesh Grid Wall        | \$ _____ |

SubTOTAL for TAXABLE items HERE

(SUM of all Items Above) **B \$** \_\_\_\_\_

CALCULATE 6% Sales Tax HERE

(.06 x B = C Sales Tax) **C \$** \_\_\_\_\_

► TOTAL for NON-TAXABLE ITEMS HERE

(SUM of all Items Above) **A \$** \_\_\_\_\_

► TOTAL for TAXABLE ITEMS HERE

(B + C = D TOTAL) **D \$** \_\_\_\_\_

## ► GRAND TOTAL

Calculate Grand Total and Enter HERE (A + D from above = GRAND TOTAL)

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**



**GRAND TOTAL**

Name of EVENT/SHOW **CDS 2019** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)





**EXHIBITION FORM  
PRICE/ORDER FORM**

(All prices are subject to 24% service charge and 6% tax)

**ELECTRICAL POWER:**

Quantity	Description	Advanced/On-Site Rate	Extended Cost
<u>120 Volts Service</u>			
_____	20 Amp	\$95.00++	_____
<u>208 Volts Single Phase Service</u>			
_____	50 Amp	\$265.00++	_____
_____	100 Amp	\$450.00++	_____
<u>208 Volts Three Phase Service</u>			
_____	50 Amp	\$350.00++	_____
_____	100 Amp	\$450.00++	_____
_____	200 Amp	\$1000.00++	_____
_____	400 Amp	\$1200.00++	_____
	<b>All prices per event, subject to change</b>		
_____	Extension Cords	\$15.00++	_____
_____	Power Strips	\$15.00++	_____

**GALT HOUSE HIGH SPEED INTERNET ACCESS:**

\_\_\_\_\_ Wireless Internet - Daily Connection at \$9.95++/per day/per device \_\_\_\_\_  
\_\_\_\_\_ Wired Internet – Daily Connection at \$100++/per day/per device \_\_\_\_\_  
For additional information regarding Cyber Café, Network Solutions, etc. speak with your Convention Services Manager

**TELEPHONE LINE(S):**

\_\_\_\_\_ Additional House Phone at \$35.00++/each\*  
\_\_\_\_\_ Direct Inward Dial Phone Line at \$150.00++/each\*  
\*Fee is a one-time set-up fee per line

**REQUEST TO SELL FOOD & BEVERAGE ITEMS:**

\_\_\_\_\_ Exhibitors requesting to sell food and beverage items must have written  
\_\_\_\_\_ approval from the Galt House Hotel Food & Beverage Director  
\_\_\_\_\_ See PAGE TWO for Terms and Conditions – signature/date required  
\_\_\_\_\_ The responsible party must complete the information below

**24% Service Charge:** \_\_\_\_\_  
*Please Note the Service Charge is taxed*  
**6% Sales Tax:** \_\_\_\_\_  
**TOTAL:** \_\_\_\_\_

CONFERENCE ATTENDING: \_\_\_\_\_ DATES: \_\_\_\_\_  
GUEST NAME/ON-SITE CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_ (if available)  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
CREDIT CARD TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_  
NAME LISTED ON CARD: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

I, ( \_\_\_\_\_ ) irrevocably authorize the Galt House Hotel & Suites to submit any of checked ( ✓ ) charges above to the credit card account listed above.

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

Please return to our secure Portal: <https://ajshotels.sharefile.com/r-r7c46f569b78413eb> (control + click to open)