



**EVENT:**                    **2010 AUTO-RAMA**

**EXHIBITING FIRM:** \_\_\_\_\_ **BOOTH NO.:** \_\_\_\_\_

**INSTALLATION / DISMANTLING** - Exhibitors must sign out the I-X laborer(s) at the labor desk on designated work order(s) and upon completion of assignment, return with the worker(s) to be signed off work order.

<i>Item No.</i>	<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
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**Additional Instructions/Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All services performed will be subject to the terms and conditions set forth under "Limitation of Liability and Responsibility for I-X Center Services" contained in the I-X Exhibitor Services Guide.

***Auto-Rama***  
***Exhibitor Services Guide***  
***March 19 – 21, 2010***

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***I-X SERVICE CENTER***  
***EXHIBITOR ORDERING INFORMATION***

The attached includes a description of available services, pricing, an I-X Services Order Form, and a self-addressed envelope. Please return your completed order with payment to:

**I-X Service Center**  
**One I-X Center Drive**  
**Cleveland, Ohio 44135**  
**Phone: 216-265-2500**  
**Toll-free: 800-IXCENTER**  
**Fax: 216-265-7300**  
**Email: nlehnhardt@ixcenter.com**

***Payment Policy:***

- **Service orders received with full payment by *MARCH 3, 2010* to qualify for *ADVANCE RATES*.**
- Service orders will be processed upon receipt of full payment. Please note that the I-X Service Center is not responsible for lost or misdirected mail.
- A tax exemption certificate must accompany order if you qualify for exemption from Ohio state sales tax.
- Acceptable forms of payment are cash (on-site), checks, travelers checks, money orders and charge cards (Visa, MasterCard, American Express, Discover).
- Please make checks payable to the I-X Service Center.
- Payments must be made in U. S. funds payable on a U. S. bank.
- A \$30 fee will be assessed for returned checks and an alternative form of payment will be required.
- Unless indicated otherwise, supplied charge card authorization will be used for on-site service orders.
- Please contact the I-X Service Center regarding billing discrepancies. Adjustments will only be considered prior to the close of the show. Credit balances will be refunded via I-X Center corporate check or applied to your charge card on file prior to final invoicing. A 1% monthly interest charge will be added to any unpaid balance.

***Third Party Authorization:***

If you have arranged for a third party to manage your display and assume responsibility for ordering services and payment of charges, the "AUTHORIZATION FOR THIRD PARTY BILLING" form must accompany your service order form. Should the designated third party fail to comply with the above payment policy, the exhibiting company is responsible for full payment of outstanding charges.

***INSTRUCTIONS FOR COMPLETING I-X SERVICE ORDER FORM***

1. List the event name, booth number, and company billing information.
2. Record all pertinent information for non-taxable service(s) ordered in Section A.
3. Sub-total all non-taxable services and enter the dollar amount on Line 1.
4. Record all pertinent information for taxable service(s) ordered in Section B.
5. Sub-total all taxable services and enter the dollar amount on Line 2.
6. Multiply amount recorded on Line 2 by 7.75% and enter Ohio state sales tax on Line 3.
7. Add Lines 1, 2, and 3, and enter total on Line 4.
8. Forward all forms and utility layouts with payment to the I-X Service Center.

**DECORATING SERVICES**

- ⌘ The I-X Center reserves the right to make substitutions as needed.
- ⌘ Colors(s) will be automatically selected if not indicated on order.
- ⌘ Skirted tables and counters are skirted on three sides.
- ⌘ Cancellations and/or changes are subject to additional charges.

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>U / M</b>	<b>ADVANCE RATE</b>	<b>STANDARD RATE</b>
<b>Tables &amp; Counters - Unfinished &amp; Skirted - Taxable</b>				
<i>Skirting Colors: Black, Blue, Burgundy, Gold, Red, Silver</i>				
2010	4'L x 24"W x 30"H Table Skirted	EA	<b>\$47.40</b>	<b>\$61.60</b>
2010	4'L x 24"W x 30"H Table Unfinished	EA	<b>19.40</b>	<b>25.20</b>
2010	6'L x 30"W x 30"H Table Skirted	EA	<b>62.80</b>	<b>81.60</b>
2010	6'L x 30"W x 30"H Table Unfinished	EA	<b>21.00</b>	<b>27.30</b>
2010	8'L x 30"W x 30"H Table Skirted	EA	<b>77.00</b>	<b>100.10</b>
2010	8'L x 30"W x 30"H Table Unfinished	EA	<b>26.30</b>	<b>34.20</b>
2011	30" Skirting (4 foot minimum)	FT	<b>5.60</b>	<b>7.30</b>
2010	4'L x 24"W x 39" H Counter Skirted	EA	<b>53.80</b>	<b>69.90</b>
2010	4'L x 24"W x 39" H Counter Unfinished	EA	<b>25.90</b>	<b>33.70</b>
2010	6'L x 30"W x 39" H Counter Skirted	EA	<b>69.30</b>	<b>90.10</b>
2010	6'L x 30"W x 39" H Counter Unfinished	EA	<b>26.60</b>	<b>34.60</b>
2010	8'L x 30"W x 39" H Counter Skirted	EA	<b>83.30</b>	<b>108.30</b>
2010	8'L x 30"W x 39" H Counter Unfinished	EA	<b>31.60</b>	<b>41.10</b>
<b>Drape Cloth – Taxable</b>				
<i>Drape Colors: Black, Blue, Burgundy, Red, Silver</i>				
2101	3' Drape Cloth (10 foot minimum)	FT	<b>7.70</b>	<b>10.00</b>
2102	8' Drape Cloth (10 foot minimum)	FT	<b>10.60</b>	<b>13.80</b>
<b>Decorating Accessories - Taxable</b>				
2020	Side Chair*	EA	<b>\$21.00</b>	<b>\$27.30</b>
2020	Stool*	EA	<b>41.70</b>	<b>54.20</b>
2140	Plastic Chain	FT	<b>1.80</b>	<b>2.30</b>
2140	3' Stanchion - Plastic	EA	<b>8.10</b>	<b>10.50</b>
2140	8' Black Rope	EA	<b>13.90</b>	<b>18.10</b>
2140	Chrome Stanchion	EA	<b>34.40</b>	<b>44.70</b>
2140	Crossbar	EA	<b>19.40</b>	<b>25.20</b>
2140	3' Upright	EA	<b>9.60</b>	<b>12.50</b>
2140	8' Upright	EA	<b>13.10</b>	<b>17.00</b>
2140	16' Upright	EA	<b>20.60</b>	<b>26.80</b>
<b>Standard Carpet – Taxable</b>				
<i>Carpet Colors: Black, Blue, Brown, Burgundy, Charcoal, Green, Red, Silver</i>				
2031	10' x 10' Standard Carpet	EA	<b>99.80</b>	<b>129.70</b>
2031	10' x 20' Standard Carpet	EA	<b>199.40</b>	<b>259.20</b>

**ELECTRICAL SERVICES**

ITEM #	DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
<b>Electrical Service 120 Volt – Taxable</b>				
2210	10 amp / 120 volt / 1200 watt / 1 phase	EA	<b>\$108.10</b>	<b>\$140.50</b>
2210	20 amp / 120 volt / 2400 watt / 1 phase	EA	<b>169.10</b>	<b>219.80</b>
2260	25' Extension Cord	EA	<b>33.70</b>	<b>33.70</b>

**PARKING PRIVILEGES**

- ⌘ Exhibitors and attendees are charged parking fees on show days only.
- ⌘ Event parking permits provide in and out privileges, easily identify "Exhibitor Vehicles" and provide admittance to designated exhibitor parking areas.
- ⌘ Event parking permits may be purchased through the Exhibitor Service Kit or from the I-X Service Center.
- ⌘ **Parking permits are not mailed.** It is recommended that exhibitors pick up parking permits during move-in prior to the first day of the event. There is no charge for parking during move-in; however a daily parking fee per vehicle is charged for exhibitors and attendees beginning the first day of the event. Credits will not be considered for parking permits ordered and not picked up.
- ⌘ **Parking fees paid at the gate may be applied as a credit toward the purchase of an event parking permit only on the first day of the event. Parking adjustments will only be considered at the I-X Service Center during the first day of the event.**
- ⌘ **Event parking permits are non-transferable, non-refundable and if lost or stolen, cannot be replaced without incurring an additional charge.**
- ⌘ Event parking permits for **standard** and **oversize** vehicles are valid all show days. Standard size vehicles are standard size pick-up trucks, automobiles and vans. Oversize vehicles are recreational vehicles, vehicles pulling trailers and vehicles larger than standard size vehicles that require more than one parking space.
- ⌘ Event parking permits must be displayed on vehicle's rear view mirror while on I-X Center premises.

ITEM #	DESCRIPTION	U / M	RATE
<b>Parking Permit – Nontaxable</b>			
2470	Event Parking Permit - Standard Vehicles	EA	<b>\$24.00</b>
<b>Parking Permit (Oversize Vehicles) – Nontaxable</b>			
2470	Event Parking Permit - Oversize Vehicles	EA	<b>48.00</b>

***LIMITATION OF LIABILITY AND RESPONSIBILITY  
FOR I-X CENTER SERVICES***

1. I-X Center Corporation shall not be responsible for damage to materials and equipment, including uncrated items, items improperly packed or concealed damage.
2. I-X Center Corporation shall not be responsible for loss, theft or disappearance of exhibitor's property.
3. I-X Center Corporation shall not be responsible for loss or damage to exhibit property related to delivery of I-X Center Services unless damages are the direct result of I-X Center's gross negligence.
4. I-X Center Corporation shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.
5. **I-X Center Corporation's liability shall be limited to the physical loss or damage to the specific property which is lost or damaged, and in any event the I-X Center Corporation's maximum liability shall be limited to the following: Material Handling, \$0.30 per pound per article with a maximum liability of \$1,000.00 per shipment, whichever is less; for all I-X Center Services, actual damages or \$1,000.00, whichever is less.**
6. **I-X Center Corporation shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's property.**
7. Claims for loss or damage must be submitted to I-X Center Corporation prior to the close of the show.
8. The consignment or delivery of property to I-X Center Corporation by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
9. **INSURANCE** – To protect yourself from unexpected losses every exhibitor's property should be insured from the time it leaves their possession until the time it is returned to their possession. It is suggested that exhibitors arrange all risk coverage.
10. Empty container labels will be available at I-X Center Corporation's Freight Desk. Affixing labels is the sole responsibility of the exhibitor or their representative. All previous labels need to be removed or completely concealed. I-X Center Corporation assumes no responsibility for:
  - Exhibitor's disregard of above procedures
  - Removal of containers with old empty labels and without I-X Center Corporation labels
  - Improper information on empty labels
  - Materials stored in containers labeled "empty"