



All exhibitors participating in the **2018 NCRC NAHRO Conference** are subject to these rules, regulations and policies. Questions regarding these rules and regulations should be directed to:

*Jessica Matuska
7315 Hanna Street
Fort Wayne, IN 46816
260-402-6010*

1. The show will be held at the Grand Wayne Convention Center, Fort Wayne, Indiana. Exhibits will be open to registrants during the following times:

*Monday, April 30, 2018
10:00am - 9:00pm*

Move in and installation will be from **8:00am-9:30am**. No exhibit or exhibit material may be moved into or removed from the exhibit area during the official show hours except by written permission. Admittance to the exhibit area at all times requires personnel to display an exhibitor badge, which will be provided.

2. Equipment may not extend into the aisles and across the exhibitors purchased booth lines.
3. All signs must be located within the boundaries of the assigned booth space and hung no higher than the height limitations for each booth type. Signs may not be attached to walls, nor may they be hung from the ceiling, outside the assigned booth space.
4. The exhibitor may not display or distribute printed matter, samples, advertising matter or other articles outside the confines of its assigned space.
5. The exhibitor will keep the exhibit open and staffed at all times during the exhibit hours. The exhibitor will keep the exhibit in good condition at all times.
6. Exhibitors may not conduct group functions, such as meetings, hospitality suites, demonstrations, film showing, speeches or other similar activities outside the exhibit area during the exhibit hours or in conflict with any officially programmed exposition or conference event.
7. Exhibitors desiring to distribute food or beverages in their booth space are highly encouraged to contact the Fort Wayne Board of Health at 260-449-7561 and acquire the proper permits.
8. To maintain the professionalism and high caliber of the show, exhibitors are asked to observe and maintain the "good neighbor policy" at all times. Loud or obtrusive audio-visual or oral presentations or other activity that would be distracting to neighboring booths will not be permitted. If found to exist and cause such distraction, the exhibitor will be asked to discontinue such practice.

9. Prizes, awards, raffles and drawings are permitted provided that the exhibitor has obtained written permission from **Jessica Matuska**. Permission can be obtained by sending a written description of the type of prize to be given, the qualifications to win and the equipment used for the drawing.
10. Each exhibitor will be provided badges for booth personnel, which must be displayed and identifiable to conference attendees.
11. All exhibitors will be bound by and subject to the policies and procedures of the Grand Wayne Convention Center. The exhibitor further agrees to comply with all fire rules, electrical codes, union jurisdictions and all other applicable Federal, State, Municipal and County laws and regulations.
12. Exhibitors will be liable for damage caused by marking, defacing or damage by fastening fixtures or other items to floors, walls, or columns of the Grand Wayne Convention Center and for any damage to equipment furnished by management or its service suppliers.
13. To facilitate shipments into and out of the Grand Wayne Center, please refer to the instructions attached regarding shipping.
14. Jessica Matuska will be on hand to assist you and answer your specific questions.



Exhibition materials will not be accepted for storage prior to (3 business days before your event).

All exhibition materials should be addressed as follows:

Grand Wayne Convention Center
120 West Jefferson Blvd.
Fort Wayne, IN 46802

Attn: ***WRITE YOUR SHOW NAME AND DATES***

BOOTH # _____

EXHIBITOR'S NAME _____

In order to better assist in your drayage and material handling needs, please complete the following form.

RETURN FORM TO GRAND WAYNE CONVENTION CENTER

120 West Jefferson Blvd, Fort Wayne, Indiana 46802

phone: (260) 426-4100 fax: (260) 420-9080

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT

Shipped Via: _____

Date Shipped: _____ Estimated Arrival Date: _____

Total # of Shipments: _____ Total # of Pieces: _____

OUTBOUND CARRIER OF CHOICE – AT CLOSE OF EXHIBIT

Ship Via: _____

Account #: _____

Please see “Outbound Shipping Instructions” if you are shipping materials out after the show.

OUTBOUND SHIPPING INSTRUCTIONS

IF YOU ARE SHIPPING MATERIALS OUT AFTER A SHOW:

1. **YOU MUST CONTACT** THE SHIPPING COMPANY OF YOUR CHOICE FOR PICK-UP. PLEASE TELL THAT SHIPPER YOUR BOOTH #, COMPANY NAME, AND SHOW ENDING TIME.

FED EX	(800) 463-3339
CON-WAY	(800) 322-0162
DAYTON FREIGHT	(800) 860-5102
USF HOLLAND	(260) 489-5502
YRC FREIGHT	(800) 610-6500
UPS	(800) 742-5877
TOWNE AIR FREIGHT	(800) 755-3183

2. **SEAL** ALL BOXES, CRATES, ETC AND **CLEARLY LABEL** EACH WITH **DESTINATION, SHIPPING CO.** AND ACCOUNT NUMBER (or credit card). **CHECK** WITH YOUR SHIPPING COMPANY FOR SPECIFIC REQUIREMENTS. SIGN ALL DOCUMENTS.
3. IF YOUR SHIPPING COMPANY DOESN'T PROVIDE LABELS, BLANK **BILL OF LADING** FORMS ARE AVAILABLE FROM GRAND WAYNE CENTER ENGINEERING OFFICE. SIGN ALL DOCUMENTS.
4. CONTACT GRAND WAYNE CENTER PERSONNEL FOR ASSISTANCE IN **THE SHIPPING PROCESS** OR ANY OTHER QUESTIONS.
5. **NO C.O.D. PACKAGES MAY BE SENT FROM THE GRAND WAYNE CENTER. ALL PACKAGES, CRATES, ETC. MUST BE CLEARLY MARKED WITH YOUR ACCOUNT NUMBER OR CREDIT CARD NUMBER.**
6. **ANY ITEMS MISSING AND NEEDING INFORMATION WILL NOT BE SHIPPED AND ARE SUBJECT TO A DAILY STORAGE FEE.**

Grand Wayne Convention Center, 120 West Jefferson Blvd., Fort Wayne, IN 46802
Direct your shipper to pick up at the Webster Street dock area.

SHIP TO: THE GRAND WAYNE CENTER
120 WEST JEFFERSON BLVD.
FORT WAYNE, IN 46802

SHOW/EVENT: _____
EXHIBITOR: _____
BOOTH NO(S): _____

SHIP TO: THE GRAND WAYNE CENTER
120 WEST JEFFERSON BLVD.
FORT WAYNE, IN 46802

SHOW/EVENT: _____
EXHIBITOR: _____
BOOTH NO(S): _____

SHIP TO: THE GRAND WAYNE CENTER
120 WEST JEFFERSON BLVD.
FORT WAYNE, IN 46802

SHOW/EVENT: _____
EXHIBITOR: _____
BOOTH NO(S): _____



Services Provided by the Grand Wayne Convention Center

RETURN FORM TO

120 West Jefferson Blvd, Fort Wayne, Indiana 46802
 phone: (260) 426-4100 fax: (260) 420-9080

Full Name of Event: _____
 Date of Event: _____
 Exhibitor Name: _____
 Address: _____
 City: _____ State: _____ Zip code: _____
 Phone Number: _____ Fax: _____
 E-Mail Address: _____

Electrical Service (One Time per Show Rental Rates)

<u>Quantity</u>	<u>Description</u>	<u>Advance Rate/ Floor Rate Amount</u>
_____	120 Volts up to 20 Amps/2400 Watts	\$25/ \$30
_____	208/240 Volt up to 400 Amps	\$100/ /\$150

Any 208 or 480 Volt may have an additional electrician charge based on time involved for service installation. The Grand Wayne Center will not be responsible for surge in power lines. The undersigned should provide their own surge protectors.

Technology Service (Daily Rental Rates)

Wireless Internet Access is available throughout the Grand Wayne Convention Center at no charge.

_____	Wired broadband internet	\$200/\$235
_____	Analog telephone line	\$75/ \$110
_____	Video display, 32" with stand	\$125/ \$160
_____	Video display, 42" with stand	\$200/ \$235
_____	Video display, 55" with stand	\$300/ \$335
_____	Video display, 70" with stand	\$400/ \$435

Display Tables (One Time per Show Rental Rates)

_____	Table (no cover/no skirt)	\$6/\$10
_____	Table (vinyl cover & skirt)	\$18/\$25

Gross Amount (Include both Electrical and Technology Services): _____
7% Sales Tax: _____
TOTAL Services: _____

PAYMENT MUST ACCOMPANY THIS ORDER FORM. WE ACCEPT ALL MAJOR CREDIT CARDS OR MAKE CHECK PAYABLE TO THE GRAND WAYNE CENTER:

Credit Card Type: _____ (Visa, MasterCard, American Express, Discover)
Account Number: _____
Exp. _____
Cardholder's name as it appears on the card: _____
Cardholder's Signature: _____



Please remit with order or FAX to the Grand Wayne Center (260-420-9080)

Each exhibitor is provided with a standard booth identification sign at no additional charge. Please write your company name exactly as you would like your name displayed on your vendor sign.

Company Name: _____

Name of Event/Show: _____