



Dear Exhibitors,

We are looking forward to a great show in **Columbus, January 27-29** and want to make sure your experience is a pleasant one. Enclosed are the forms and information necessary to plan your schedule. Should you have any questions please feel free to call us at (866) 607.4108.

Please pay careful attention to the announcements on this sheet as well as the contents of your manual. Once again thank you for exhibiting at Johnson's Log Home & Timber Frame Show, and we look forward to seeing you all in Columbus.

Regards,

Eric

REMINDER: You need to order ELECTRIC with attached form. Please send directly to the Ohio Expo Center

- All Exhibitors are required to submit an insurance policy naming Solid WOOD Promotions, LLC as an additional insured for no less than 1M. Please see the Terms & Conditions on the reverse side of the contract. Also, we have forms to purchase single/multiple event insurance should you require it-please call us for details.
- **REMINDER: Ceiling Height is 14'.**
- **Booths in center aisle-** 400-525 will be scheduled for move-in on Thursday. The lower booth numbers starting with 400 will be in first. It is important that we drive on and unload and remove vehicle as quickly as possible. Your cooperation and patience is always appreciated.
- Please pay **CAREFUL** attention to move-in/out times. Your cooperation and patience are always appreciated.
- Should you be selling products off the floor, please be aware of **OH Sales and Use Tax**. You will need to fill out ST-1T (attached) or online http://tax.ohio.gov/documents/forms/sales_and_use/Applications-2006/ST_ST1T.pdf to receive vendors license. Franklin County tax rate is 6.75%
- Please bring your own Carts: due to theft/liability carts are at a premium if at all available
- Please read and understand the move-in/out times and guidelines listed in the Essential Information and Rules and Regulations that are attached.



Essential Information- Exhibitors
Johnson's Log Home & Timber Frame Show
Columbus, OH/January 27-29, 2012

Show Manager: Eric Johnson, Telephone: (866) 607.4108 Cell: 518 321-7438

Dates/Show Hours:

January 27 (Friday) 1pm - 7pm
January 28 (Saturday): 10am - 6pm
January 29 (Sunday): 10am - 4pm

Location:

Ohio Expo Center/Rhodes Center Building
717 East 17th Avenue
Columbus, Ohio 43211
Tel: 866-239-EXPO (3976)
Fax: 630-443-0859

Host Hotel Information:

Crowne Plaza Columbus North
6500 Doubletree Avenue
Columbus, OH 43229

For reservations call (614) 885-1885
Or 800-996-8916 Or

<http://www.cpcolumbusnorth.com>

Group code LHS

Single/Double
Cut-off 1/19/2012

Fax: 1-614-431-6052

Use keyword:
LOG HOME SHOW
Distance to Center-
8 miles/\$75 per night
FREE Parking
FREE WiFi
FREE Shuttle
Cut off:
January 19, 2012

Exhibitor Badges (Onsite Registration):

Exhibitors must provide show manager with a list of badge holders by Friday, January 20. Pick up your badges at the Will Call desk.

Exhibitor Check-in:
(Will Call Desk in Registration Area)

Parking Fees:

\$5 per day/or all access pass \$14 for weekend. Long term truck/trailer-FREE

Set-up Hours: We NEED your patience and support here to facilitate a smooth move-in/out.

NOTICE: (2) Overhead Door: (11'-9"w 14' h). Large Structures: 10x20 or larger **OR** anyone requiring drive-on the floor access: January 26 (Thursday): **10am - 6pm ONLY**. All others: Friday 8am -11am. All exhibits must be ready for inspection by show management and Fire Marshal by 12pm, Friday
All booths set by 12pm- Friday: No Exceptions

Dismantle Hours: January 29 (Sunday): 4:01pm – 10:00pm NOTICE: Drive-on access: 5pm or so. NOTE: – Please break booth down prior to driving on floor (we need to allow at least 1 hour after show ends before vehicles are allowed on the floor)
 January 30: (Monday): 8:00am – 12 pm

Driving onto the floor: For safety and liability purposes, vehicles can only drive on show floor during the following designated hours; please plan accordingly:

Drive –On, Move-In January 26 (Thursday): ONLY	10am-6pm. Large Structures 10x20 or larger OR anyone requiring drive-on the floor accessibility
Move-Out: January 29 (Sunday): Need approximately 1 hour before vehicles allowed on floor.	5:00pm (approx) – 10 pm
January 30 (Monday): Open drive on access: 8am-11am	8am – 12pm

Forklift See convention center services.

Show Colors: Green Drape

Show Company: Solid WOOD Promotions
 6 Loren Drive
 Queensbury, NY 12804
 866.607.4108 fax- 518.618.1413

Service Contractor: **Expo Services**
Scott Perrone
 P O BOX 2969
 ZANESVILLE, OH 43702
Telephone 740-454-1201 - Fax 740-454-4809

Exhibitor Parking: Longterm: Trailer/Truck parking – FREE/
 Daily: in/out: \$5 /per day OR \$14 pass for weekend – come and go as needed

Travel Information:

Finding your way to the Ohio Expo Center

Address

Ohio Expo Center
 717 East 17th Ave.
 Columbus, OH 43211

Driving Directions

You'll find us in Columbus, just north of downtown on 17th Avenue off I-71. To reach us:

- **From the North**
Take I-71 South to 17th Avenue/Exit 111. Signs and parking attendants will direct guests to the proper parking areas. For large Expo Events located on the south portion of the grounds, parking may also be accessible from 11th Avenue/Exit 110. This is determined on an event-by-event basis.
- **From the South**
Take I-71 North to 17th Avenue/Exit 111. Signs and parking attendants will direct guests to the proper parking areas. For large Expo Events located on the south portion of the grounds, parking may also be accessible from 11th Avenue/Exit 110. This is determined on an event-by-event basis.
- **From the West**
Take I-70 East to I-71 North. Take I-71 North to 17th Avenue/Exit 111. Signs and parking attendants will direct guests to the proper parking areas. For large Expo Events located on the south portion of the grounds, parking may also be accessible from 11th Avenue/Exit 110. This is determined on an event-by-event basis.
- **From the East**
Take I-70 West to I-71 North. Take I-71 North to 17th Avenue/Exit 111. Signs and parking attendants will direct guests to the proper parking areas. For large Expo Events located on the south portion of the grounds, parking may also be accessible from 11th Avenue/Exit 110. This is determined on an event-by-event basis.

Those visiting the Ohio Expo Center from within Columbus may also reach the facility by taking North Fourth Avenue (from the south) or Summit Street (from the north) to 17th or 11th Avenues. Signs and parking attendants will direct guests to the proper parking areas.

Try the free service [Road Map](#) for detailed directions.

If you'd like to see a map of our facility or a list of our official hotels, select from the links on the left. We look forward to seeing you at the Ohio Expo Center!



Call for Seminars and Demonstrations –
Johnson's Log Home & Timber Frame Show
Columbus, OH/January 27-29, 2012

We're getting ready for a great show in Columbus and need to fill our seminar **AND** demonstration slots.

SEMINARS: As you know this is an opportunity to get in front of these people and leave an impression that say's 'these people know their stuff', what it is not is a sales pitch...we are looking for informational, diverse, and well put together "neutral" presentations. We will provide an LCD projector; you provide the presentation and handouts if applicable.

We are looking for presentations that encourage thought and feedback, you need not be a professional speaker, but one who is knowledgeable in their chosen field. Ideas of some topics we are looking for include: designing your log/timber frame, financing, selecting a company, understanding the log/timber frame package, finish and maintenance, heating systems, foundations, construction, interior design, the process, etc. and any other ideas you may have.

DEMONSTRATIONS: We're looking for demos on all products like: log stacking, building an insulated log wall, timber frame joinery, making furniture, maintenance (application techniques) etc. Like the seminars, this is an opportunity to get in front of these people and leave an impression that say's 'these people know their stuff', what it is not is a sales pitch...we are looking for informational, diverse, and well put together "neutral" demonstrations.

Each seminar and demonstration begins on the hour and ends after 45 minutes. We ask that you include your Q and A in that timeframe.

There is also the chance that you may be asked to do multiple presentations per day- there will be a box below to check if you are ok with that. Please fill out the information below and provide an outline of your presentation if possible. Thank you for participating in this very important part of the show:

Title of Presentation: _____

Name of Presenter and Title: _____

AV needs: LCD _____ None _____

Yes _____ I would love to present more than once a day: No _____ Once is enough!

Description: _____

**Please respond no later than Friday, January 20, via fax at 518.618.1413 or
Email: ejohnson@loghomeshows.com**



Badge Request and Company Listing Form
Johnson's Log Home & Timber Frame Show
Columbus, OH/January 27-29, 2012

This form is for exhibitor badges and PROPER company listing for the show program for **Johnson's Log Home & Timber Frame Show - OHIO**. Please fill in the spaces below and return by Friday, **January 20**. Thank you and we look forward to seeing you in Columbus.

Company Listing: Please choose one of the following- Log Home Company, Timber Frame Company, Builder, Handcrafted Furniture, Décor & Accessories, Financing, Real Estate, Fireplaces & Stoves, Flooring, Lighting, Heating & Air Conditioning, Log Home Handcrafter, Care & Maintenance, Restoration, Windows & Doors, Cabinets, Hot Tubs & Saunas, Tools & Equipment, Structural Insulated Panels, Stairways & Railings, Associations, Publications (category not listed- add your own)

Company name: _____

Company listing: _____

Exhibitor badges:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Please fax back form @ (518) 618.1413 or email: ejohnson@loghomeshows.com

Johnson's Log Home & Timber Frame Show: Exhibit Rules and Regulations



Johnson's Log Home & Timber Frame Show– Columbus (January 27-29, 2012) Ohio State Fairgrounds/Rhodes Center Bldg Columbus, OH

Building Facts

Floor– Unlimited load capacity; NO dropping materials.
Drive on– 2-drive-on ramps; Docks– None. 14' Ceiling Hgt. The following exhibit rules and regulations are supplemental to and are incorporated by reference in the Application & Contract for Exhibit Space between Solid WOOD Promotions (SWP), and your company as exhibitor, and govern the use of the exhibit space contracted for as if they had been fully set forth in the Application & Contract for Exhibit Space.

In reading these rules and regulations, “we” and “us” means Solid WOOD Promotions, and authorities of the Ohio State Fairgrounds, and Host City, county, state and federal governments as appropriate. “You” means your company and its authorized representatives and personnel. Where a specific entity or governmental body is required, we will identify them by name.

Responsibility

It is your responsibility to be fully familiar with these exhibit rules and regulations and to see that each member of your company attending the exposition is also familiar with these regulations. We recommend that you distribute copies to all those who will be present for the exposition.

Contract for Space

Our acceptance of your order for a booth, assignment of exhibit space to you, and the full payment of rental charges, constitutes a contract for rental of space assigned. If you fail to occupy your exhibit space you still have the obligation of paying the full rental price.

Payment for Space

Full payment for the contracted booth space must be received 15 days prior to setup of your exhibit booth. No Payments will be accepted at the show. We reserve the right to cancel your booth space reservations if the full amount of the rental charge has not been received 15 days prior to the show.

Assignment of Exhibit Space

We reserve the right to make final space reassignments after your application is accepted should it be necessary in the best interest of the show, as determined solely by us. You have the right to a full refund if our reassignment is not acceptable.

Occupancy of Space Deadline

All exhibits must be completed and ready for inspection by us by 12:00 pm on Friday, January 27. Absolutely no exhibits may be set-up during show hours. Should any rented space remain unoccupied on the opening day at 12:00 pm, or at any time thereafter, it is our right to rent or occupy that space.

Final closing time is 4:00 p.m. on Sunday, January 29. No dismantling or packing may begin prior to closing time. Following are the designated dismantling times: 4:01 p.m. – 10:00 p.m., Sunday, January 29, and 8 a.m. -12 noon on Monday, January 30. See Exhibitor Essential Info for details

Exhibitor Badges

Exhibitor badges for the exposition will be available on-site free of additional charge for you and your employees. Each 10x10 booth will be allowed 5 complimentary exhibitor badges. All persons working in your booth will, in effect, be your employees during the length of the show and you are fully responsible for any liability which may occur.

Liability and Insurance

All exhibitors must forward a Certificate of Liability Insurance of no less than 1M naming Solid Wood Promotions as an additional insured. See Special Notice, Item 1, for additional information.

You should obtain insurance coverage for all your exhibit merchandise at site and in transit inclusive of business interruption insurance, if applicable. We will not be held responsible for any loss or damage, however incurred. You must carry your own fire insurance and public liability insurance of not less than one million dollars.

Neither SWP nor the Ohio State Fairgrounds shall be liable to exhibitor, its agents, employees, contractors, patrons, guests, licensees or to any other person whomsoever for any injury or damage to person or property caused by or arising out of any act, omission or neglect of exhibitor, its agents, contractors, employees, patrons, guests, licensees, invitees or any person entering the Convention Center, under express or implied invitation by exhibitor, or for any damage to the person or property of third parties arising out of user of either the licensed booth space or the building area in which such booth is located; and exhibitor hereby agrees to indemnify and hold SWP and/or the Convention Center and their agents, servants and employees free and harmless from and against any loss, including reasonable counsel fees, arising out of any liability incurred in accordance with the foregoing. The exhibitor assumes the entire responsibility and liability for losses, damages and claims deriving out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Convention Center and shall indemnify and hold harmless the Convention Center, SWP and their agents, servants and employees from any such losses, damages and claims inclusive of reasonable counsel fees. Exhibitor acknowledges that neither the Convention Center nor SWP maintains insurance covering such losses by the exhibitor.

SWP makes no representations or warranties, express or implied, regarding the number of persons who will attend or the success of the Event or regarding any other matter.

Space Restrictions

Your exhibit must be confined to the exact space allocated. Circulars, publications, advertising matter and all kinds or promotional giveaways may be distributed only within your booth space. Nothing can be posted on, tacked, nailed, screwed in, taped or otherwise attached to columns, walls, ceilings, floors, electrical outlets or other parts of the building or furniture. Signs, rails, logs or roof over hangs, etc. will not be permitted to intrude into or over aisles or other booth space. You will be liable for any damage caused to floors (including carpeting), walls or columns, or standard booth equipment or to other exhibitor's property.

If the reverse side of your exhibit's back wall, side wall, riser or display is exposed to view, that part of your display must be suitably draped so that no part of the display construction, electrical wiring, or the like, can be seen from the aisles or adjoining booths belonging to other exhibitors.

Height limitations and other restrictions pertaining to the design of exhibits and use in the booth of pedestals, tables, racks, shelves, risers and similar display equipment are described in detail under "Types of Exhibits" and "Special Provisions."

If your display is built beyond the limitations and restriction as set forth in this contract, we reserve the right to correct such display violations by having you alter, remove or rearrange any or all of the display so that it will comply with regulations. If you are not available to make those corrections, then you agree as part of this contract to give us authority to make any and all necessary corrections at your expense.

Types of Exhibits

Booth Definition: The price per booth includes booth space that is 10' wide and 8'/10' deep with an 8' high draped background and 3' high draped side walls. Pipe and drapery will be supplied automatically unless you request not to have it. 8' high side walls may not extend further than 5' from the back of the booth space. Note: If located on a perimeter, an aisle booth may go to 10' height. Request for exceptions to these requirements must be submitted to the SWP show manager no later than 30 days prior to the show.

Island Booth

An island booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height.

End-cap Booth

Booth dimensions are 10' deep by 20' wide or as stated. The maximum backwall height of 8' is allowed only in the rear half of the booth space and within 5' of the two side aisles (10' long backwall) with a 4' height restriction imposed on all materials in the space forward to the aisle.

Peninsula/Split Island Booth

Booth dimensions are generally 20' x 20' or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to 4' high within 5' of each aisle. The center (10' wide) of the backwall height is based on maximum allowable height. When a Peninsula Booth shares a common backwall with another Peninsula Booth (Split Island Booth), the entire cubic content may be used, up to the maximum allowable height, without any backwall line of sight restrictions.

Special Provisions

Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 48" in height when positioned more than 5' from the back wall of a single aisle booth. Free standing units, including those intended to be the focal point in an exhibit, may not exceed 48" in height when placed more than 5' from the back wall of the booth unless the same company occupies 8' of booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions is 8'h x 32"w x 32"d.

Use of Exhibit Space

Where you plan to construct any part of your exhibit above the exhibit height limitation (25' island, 8' in-line), or any variance from these rules and regulations, you must obtain approval in writing from show management at least six weeks prior to the official opening of the exhibits. Submit a sketch of your proposed construction when requesting approval. All signs including graphics, photographs and other advertising matter in connection with your booth space must be located within the boundaries of your assigned booth. No signs of any type are permitted outside of your assigned exhibit space (columns, walls, floors, ceilings) without approval in writing from show management. This restriction also applies to any device used to project a company name or logo on the ceilings or walls of the Convention Center or otherwise beyond the permitted height or sides of the booth itself.

You must obtain written permission from show management if you plan continuous operation of any flashing light device, floodlight, laser light, LED or computerized digital sign which may impact on your neighboring exhibitors. Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will only be permitted within the confines of your booth. You will be expected to keep the sound at reasonable volume, approximately that of a normal speaking voice, in order to avoid disturbing other exhibitors when operating sound reproduction equipment. We reserve the right to turn off the electric supply of any exhibitor who violates this rule.

You may distribute food or beverages from your booth, provided (a) you purchase the food or beverage only from the approved show caterer and (b) you provide trash receptacles and periodically clear trash in the vicinity of your booth generated as a result. No alcoholic beverages of any kind may be distributed from your booth. You are not permitted to cook food in your booth. We have the right to terminate distribution of food from your booth in the event your activity disturbs or infringes another exhibitor in any manner.

No person shall carry or transport into the premises any beer or other alcoholic beverages except for delivery to the licensed retailer or same, located on the premises. All concessions, including but not limited to tobacco, food products, drinks, checkrooms, programs and novelties, are and shall remain the exclusive rights of the Convention Center. If any food or drinks are to be served by exhibitor, these items must be purchased from the official caterer.

Copyrights, Royalties and Trademarks

You warrant that no music, literary or artistic work or other property protected by copyright will be performed, reproduced or used, nor will the name of any entity protected by trademark be reproduced or used during your use of the contracted space unless you have obtained written permission of the copyright or trademark holder (including payment of any and all licensing and/or performance fees, i.e. BMI, ADCAP, AFTRA/SAG fees). You agree to comply strictly with all laws respecting copyrights, royalties and trademarks and warrant that you will not infringe any related statutory, common law, or other right of any person during your use of the premises. You agree you will indemnify and hold the Center, PEP and their officers, agents, and employees harmless from all claims, losses and damages (including court costs and attorneys' fees) with respect to such copyright, royalty or trademark rights.

Lighting

The Log & Timber Frame Home Show will be lit at work-light levels during set-up and teardown, and at full lighting levels during show hours. We urge exhibitors who require low light conditions to build their exhibits accordingly.

Sharing of Space

Only one exhibitor may utilize a booth or booths. Sharing of space or transfer of right to use space in whole or in part is not permitted without our written permission. Only one company name will appear on the contract, in the official program and on the official booth sign.

Labor Regulations

The Convention Center is a Non-Union facility. However, all exhibitors must abide by all regulations in effect in the facility at the time of the show. Please see Special Notice and Drayage and Freight Handling Form enclosed in Service Manual.

Arbitration

Any controversy or claim arising out of or relating to this contract or the breach thereof shall be settled by arbitration in Glens Falls, Warren County, New York, in accordance with the Commercial Arbitration Rules of the American Arbitration Institute, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Miscellaneous Regulations

We reserve the right to determine the eligibility of any company to exhibit. We reserve sole control over admission policies.

These regulations are established for the mutual protection of all. We reserve the right to make such changes in the time schedule or in general plan of the exhibit as we may deem to be in the best interests of exhibitors and exhibit generally.

Fire Regulations

All exhibits must meet the requirements of the Convention Center including the requirements that all decorations, drapery and/or fabrics be fireproof. No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. Muslin, velvet, silken or any cloth decorations must stand a flameproof test as prescribed by the ordinance of the convention city. Smoking is allowed only in designated areas.

State Fire Marshal's Requirements

The following are the state fire marshal's minimum fire safety requirements and shall be applied at all shows -- trade, commercial or otherwise -- and shall apply whether the exhibit is open or closed to the public.

The display and operation of any cooking or heat-producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the state fire marshal's representative must have advance approval by the state fire marshal's representative. Any motor vehicles, gasoline-powered equipment, tools, etc. on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full. No parking of any vehicles, unless approved, is allowed in the building. Cars and trucks shall be removed immediately after loading or unloading. Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment). During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency. All electrical devices and installations shall be in accordance with the applicable provisions of the National Electrical Code. All devices must be listed by Underwriters Laboratories. Any electrical extension cords used shall be of the heavy-duty type. Light weight cords of the lamp cord variety are prohibited and are subject to confiscation.

Solid WOOD Promotions
6 Loren Drive
Queensbury, NY 12804
(866) 607-4108 Fax: (518) 618-1413

-END-

- **Tax Enforcement** agents regularly visit vendor locations to determine if the vendor is in compliance with the various sales tax laws. Criminal charges ranging from misdemeanors to felonies may be brought against persons who:
 - Do not obtain a vendor's license
 - Fail to collect the proper sales tax
 - Fail to file sales tax returns when required
 - Fail to remit sales tax collected.

Enforcement agents also monitor compliance with other tax laws. For example, criminal charges may be brought against persons who:

- Sell cigarettes without a retail license (licenses can be purchased at the local county auditor's office)
- Possess untaxed cigarettes or "other tobacco products"
- Traffic in tobacco with intent to avoid tax
- Use dyed diesel motor fuel on the highways.

- **Casual Sales** are not subject to sales or use tax. A casual sale occurs when a person sells an item that s/he previously purchased for his/her personal use. For example, a person selling a table and chair set which she bought five years ago and used in her home is making a casual sale, one not subject to sales tax. On the other hand, a person who purchases used household goods at a yard sale and a few weeks later sells them at her own yard sale is making retail sales and needs a vendor's license. The sale of a motor vehicle, a registered watercraft, an outboard motor (ten horsepower or more), a snowmobile or an all-purpose vehicle never qualifies as a casual sale.

- **Promoters, organizers or owners** of trade shows, fairs, flea markets, exhibitions or similar events where transient vendors make retail sales, are required to maintain for at least four years, and make available to ODT, records of the vendors' names, addresses, license numbers and types of goods sold. **Failure to comply can result in criminal charges.**

- **Determining Sales Tax Rates:** Please visit the ODT web site (tax.ohio.gov) or call the Business Taxpayer Services line (1-888-405-4039) for information on the tax rates and rules governing Ohio's sales and use tax. The rules regarding delivery sales are evolving with Ohio's involvement in the national Streamlined Sales Tax Project (SSTP). The SSTP (www.streamlinedsalestax.org) is a multi-state effort to ensure equal and fair treatment of both in-state retailers required to collect state and local sales tax, and out-of-state retailers, many that are not required to collect the tax. Sales tax rates for any address in Ohio can be verified by using **The Finder**, an on-line resource available at tax.ohio.gov

... also available
@tax.ohio.gov

- Maps showing the sales tax rate in every Ohio county
- Answers to Frequently Asked Questions (FAQs)
- Tax Forms
- News and Information Releases

... and much more!

TAXPAYER SERVICE CENTERS

Call toll-free: (888) 405-4039

161 S. High St. Suite 501
AKRON, OH 44308-1600

900 Dalton Av. (at W. 8th St.)
CINCINNATI, OH 45203-1171

615 W. Superior Av., Suite 570
CLEVELAND, OH 44113-1891

4485 Northland Ridge Blvd.
COLUMBUS, OH 43229

40 S. Main St., 5th Fl.
DAYTON, OH 45402-2162

One Government Center, Suite 1400
TOLEDO, OH 43604-2232

242 Federal Plaza W., Suite 402
YOUNGSTOWN, OH 44503-1294

601 Underwood St.
ZANESVILLE, OH 43701-3786

VENDORS: SALES TAX LAWS IN OHIO

Covering retail sales from:

- stores
- flea markets
- fairs
- vehicles
- offices
- restaurants
- home
- and more.

To legally make retail sales in Ohio, you must:

- Obtain the proper vendor's license from the local county auditor's office or the Ohio Department of Taxation (ODT).
- Collect and remit the proper sales tax to the Ohio Department of Taxation.
(NOTE: sales tax rates vary across Ohio.)
- File sales tax returns on time, usually by the 23rd of the month following the reporting period.

Making taxable retail sales without a vendor's license is a criminal offense in Ohio.

VENDOR'S LICENSES

Ohio law requires any person or business making retail sales of tangible personal property or taxable services to obtain a vendor's license.

There are several types of vendor's licenses. Most retailers have either a **regular county** or a **transient** vendor's license. Depending on the type of operation, a business may be required to obtain a **service** or a **delivery vendor's license**. The proper vendor's license is determined by the type of sale and where it takes place.

The fee for a license is \$25.00. A vendor's license remains valid until it is canceled. Vendor application forms are available at county auditor's offices, ODT Taxpayer Service Centers, the ODT web site (tax.ohio.gov), or by calling (800) 282-1782. Applications should be submitted electronically or by mail to the address shown on the application form.

AVAILABLE AT ANY COUNTY AUDITOR'S OFFICE

(visit www.caao.org for office locations)

- **Regular County Vendor's License** — This type of license is required when making sales from a permanent location (for example, a store). The application form is **ST-1**.

AVAILABLE AT ANY ODT SERVICE CENTER

(visit tax.ohio.gov for locations/applications)

- **Transient Vendor's License** — This type of license is required when making sales from a location on a temporary basis (for example, at a fair, an exhibition, or a trade show). These licenses are valid throughout Ohio. The application form is **ST-1T**.
- **Delivery Vendor's License** — This type of license is issued to vendors making sales based on delivery of tangible personal property or certain services at the consumer's location (for example, some heating oil vendors). This license is generally issued to businesses with no fixed location and the vendor goes to the customer's location to sell taxable items. The application form is **ST-1D**.
- **Service Vendor's License** — This type of license is issued to vendors providing a variety of different taxable services. The application form is **ST-1S**.

TAXABLE SERVICES

(updated as of January 2005)

The following services* are subject to state and local sales tax. Please note that the services are grouped by the type of vendor's license required for that service.

* (see next panel)

Service Vendor's License required

- automatic data processing, computer or electronic information services (including Internet access, and/or e-mail service) provided for use in a business.
- building maintenance and janitorial service.
- employment or employment placement service.
- exterminating service.
- information service using a nine-hundred telephone call (1-900).
- landscaping, lawn care, or snow removal service if annual sales exceed \$5,000.
- private investigation or security service.
- satellite broadcasting service.
- telecommunication services.

Regular County Vendor's License required

- fabrication, installation, repair, and/or storage of tangible personal property.
- hotel or similar room rentals.
- laundry and dry cleaning (excludes coin-operated machine sales).
- personal care service, including skin care, application of cosmetics, manicures, pedicures, hair removal, tattoos, body piercing, tanning, massage and other similar services. It does not include hair care, cutting, coloring, or styling. (**Note:** if no fixed place of business, these services require a transient vendor's license).
- physical fitness facility service.
- recreation and sports club service.
- towing of motor vehicles, including those wrecked, disabled, or illegally parked.
- washing (except coin-operated), cleaning, waxing, polishing, or painting of motor vehicles.
- transportation of persons within Ohio (except by public transit systems or commercial airlines).

FILING REQUIREMENTS

Several weeks after you apply for or obtain a vendor's license, ODT will send you a letter that verifies your license number and provides your filing schedule. Returns must be filed by the due date — generally the 23rd day of the month following the reporting period — even if no sales are made or no tax is due. Failing to file a return or remit tax due will result in fines, penalties and possibly criminal charges.

Sales tax returns can be filed and payments can be made on-line using the **Ohio Business Gateway** (obg.ohio.gov), by **electronic form** at tax.ohio.gov, by telephone (800-697-0440), or by U.S. mail.

IMPORTANT NUMBERS

Forms Request: (800) 282-1782
Business Taxpayer Assistance: (888) 405-4039
Tax Fraud Hotline: (800) 757-6091
Ohio Relay for the
Hearing Impaired: (800) 750-0750

IMPORTANT NOTES

- **Non-profit organizations** exempt under Section 501(c)(3) of the Internal Revenue Code that make retail sales no more than six days a year are not required to have a vendor's license or collect tax on those sales. If sales occur on more than six days, the organization must obtain a license, charge and remit tax. School-related student, parent-teacher and booster groups are exempt.



**Application for
Transient Vendor's License**

Vendor's license number

Please print.

_____ Federal employer identification no.

_____ Social Security no.

_____ Ohio corporate charter no.

If you are a foreign corporation, give Ohio certificate number _____

1. Check type of ownership: (10) Sole owner (20) Partnership (30) Corporation (40) Association
 (50) LLC (60) Fiduciary (70) LLP (80) LTD (100) Business trust

2. When did you or will you begin making taxable sales in Ohio? (mm/dd/yy) _____

3. Are you obtaining this license to make sales at a temporary place of business in a county in which you have no fixed place of business? Yes No

4. Provide NAICS code and state nature of business activity _____ (For the most current NAICS listings, visit our Web site at tax.ohio.gov)

5. Legal name _____
 (Corporation, sole owner, partnership)

6. Trade name or DBA _____

7. Primary address _____
Home/office address of corporation, sole owner or partnership City State ZIP

(Home/office phone no.) (Home/office fax no.) (Business phone no.)

8. Mailing address _____
(If different from above) City State ZIP

9. How much sales tax do you expect to collect each month? (06) Less than \$200 (01) \$200 or greater

10. If this application is for a new registration due to change in ownership, please list the old account number.

11. If you operate as a corporation or partnership, list appropriate names, addresses and social security numbers below.

President/Partner _____
Name Street City State ZIP Social Security no.

Vice Pres/Partner _____
Name Street City State ZIP Social Security no.

Secy/Treas/Partner _____
Name Street City State ZIP Social Security no.

I hereby declare the above to be true and correct to the best of my knowledge and belief.

_____ Date _____ Signature of owner or officer of company

Fee for this license – \$25 (made payable to Ohio Treasurer of State). Send the original application and \$25 fee to: Ohio Department of Taxation, Registration Unit, P.O. Box 182215, Columbus, OH 43218-2215. Phone: (888) 405-4089. Retain a copy for your records.

**JOHNSON'S LOG HOME
&
TIMBER FRAME SHOW
Columbus, OH
January 27-29, 2012**

DECORATOR SERVICE KIT

OFFICIAL DECORATOR

EXPO SERVICES LLC

1150 Newark Road - Zanesville, Ohio 43701 - Telephone 740-454-1201 - Fax 740-454-4809

ATTENTION!!!

EXPO SERVICES is proud to be the OFFICIAL DECORATOR for the 2012 JOHNSON'S LOG HOME & TIMBER FRAME SHOW. The attached Forms list our basic, most requested items. Should you have any requirements not included on these forms, please contact our office. We strongly recommend you place your orders early so that we can best service your needs.

*** ON SITE ORDERS WILL BE FILLED ON A FIRST COME / FIRST SERVE BASIS, AS AVAILABLE ***

PAYMENT INFORMATION

Advance Rate - Orders must be received in our office no later than the deadline date **Friday, January 20.** All must include payment in full including applicable sales tax of 6.75%.

Floor Rate - Any orders received after the deadline date will be charged the Floor Rate and treated as an on site order. No exceptions.

Method of Payment - Cash, Check, or Credit Card. We accept Visa, MasterCard, AmEx, and Discover. Checks returned for any reason are subject to a \$25.00 fee. In all cases payment in full is required prior to work being performed.

The staff at *EXPO SERVICES*

EXPO SERVICES

CORPORATE OFFICE:

P O Box 2969
ZANESVILLE, OHIO 43702
PHONE 740-454-1202
FAX 740-454-4809

Payment Information Form

DEADLINE DATE: January 20, 2012

*** THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER ***

SERVICES AND EQUIPMENT ORDERS

NOTE: COMPLETE ONLY THE INFORMATION ASSOCIATED WITH ENCLOSED FORMS

	Taxable	Non Taxable
A) Booth Decorating Form _____	\$ _____	\$ _____
B) Carpet Rental Order Form _____	\$ _____	\$ _____
C) Sign/Banner Hanging Service Form _____	\$ _____	\$ _____
D) Shipping/Freight Service Order Form _____	\$ _____	\$ _____
E) Electrical Service Order Form _____	\$ _____	\$ _____
F) Taxable Sub Total __ (sum A thru E) _____	\$ _____	
H) Ohio Sales/Use Tax __ (G x 6.75%) _____	\$ _____	
TOTALS _____	\$ _____	+ \$ _____ = \$ _____
	(Sum F & G)	(Sum A thru E) TOTAL

NOTE: All sales & rentals are subject to Ohio Sales/Use Tax

If you are exempt from sales/use Tax within the State of Ohio, you must provide a Certificate of Exemption or pay applicable tax.

METHODS OF PAYMENT

CHECKS - Please complete the following:

MAKE CHECKS PAYABLE TO : EXPO SERVICES

Check Number: _____ Dated _____

Amount \$ _____

NOTE: All Checks are deposited upon receipt. Do not post date!

There is a \$25.00 charge for all checks returned by the bank. Signature _____

CREDIT CARD - Please complete the following: **VISA M/C AM EX DIS**
(CIRCLE ONE)

Acct. Number _____

Exp. Date _____ I.D. Number _____ 3 or 4 digit no. on back of card

Card Holder _____

PAYMENT MUST BE RECEIVED IN FULL PRIOR TO DEADLINE TO BE ENTITLED TO ADVANCE RATE

CONDITIONS OF RENTAL: NO EXHIBITOR MATERIALS CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING. NO RENTAL ITEMS/MATERIALS MAY BE ALTERED IN ANY WAY. ANY AND ALL DAMAGES/ALTERATIONS WILL BE CHARGED AT REPLACEMENT COST AND WILL BE THE RESPONSIBILITY OF THE EXHIBITOR. (rental rates will not apply as credit)

Name of Event JOHNSON'S LOG HOME & TIMBER FRAME SHOW Booth Number(s) _____

Firm Name _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____

Print Your Name _____ Signature _____

50% CANCELLATION FEE FOR ALL ORDERS CANCELED OR CHANGED AT SHOW SITE.

PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.

EXPO SERVICES

CORPORATE OFFICE:

P O Box 2969
 ZANESVILLE, OHIO 43702
 PHONE 740-454-1202
 FAX 740-454-4809

EXHIBITOR ORDER FORM OHIO EXPO CENTER ELECTRICAL SERVICES

ADVANCE RATE: ORDER MUST BE RECEIVED 2 WEEKS PRIOR TO OPENING DAY OF SHOW
 ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

RATES

Rates quoted below cover reasonable access to electrical circuit and DO NOT include connecting equipment or special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material basis. Proper tagging of equipment indicating voltage, phase, current, etc. is the responsibility of the exhibitor!

SPECIAL WIRING

Electrical labor rate is \$50.00 per hour between 8:00AM and 5:00PM. Double time rate applies after 5:30PM and on Saturday, Sunday, and Holidays. Labor billed at 1 hour minimum. Two weeks advance notice on all labor orders is required. All clean line requests will be done by quotation only. Additional charges may apply for outdoor exhibitor spaces. ELECTRICAL OUTLET MAY BE ON PILLER BEHIND BOOTH IF NOT IN BOOTH. FOR QUOTE CALL 740-454-1201

ELECTRICITY AND ACCESSORIES

QUANTITY	SINGLE PHASE	ADVANCE RATES	FLOOR RATES	TOTAL
	120 Volt 0-1000W	\$ 50.00 per outlet	\$ 75.00 per outlet	
	120 Volt 1000- 2000W	\$ 55.00 per outlet	\$ 80.00 per outlet	
	208 Volt 20 Amp	\$ 75.00 per outlet	\$ 110.00 per outlet	
	208 Volt 30 Amp	\$ 95.00 per outlet	\$ 135.00 per outlet	
	208 Volt 50 Amp	\$ 125.00 per outlet	\$ 175.00 per outlet	
THREE PHASE				
	208 Volt 20 Amp	\$ 125.00 per outlet	\$ 185.00 per outlet	
	208 Volt 30 Amp	\$ 140.00 per outlet	\$ 200.00 per outlet	
	208 Volt 50 Amp	\$ 165.00 per outlet	\$ 235.00 per outlet	
EQUIPMENT				
	Extension Cord (one receptacle)	\$ 20.00 each	\$ 30.00 each	
	3-Way Cube Tap (three receptacle)	\$ 20.00 each	\$ 30.00 each	
	4-Way Quad Box	\$ 25.00 each	\$ 35.00 each	
LABOR				
	LABOR IN Straight time	*****	\$ 50.00 per hour	
	LABOR IN Over time	*****	\$ 100.00 per hour	
	LABOR OUT Straight time	*****	\$ 50.00 per hour	
	LABOR OUT Over time	*****	\$ 100.00 per hour	
PAYMENT	PLEASE MAKE CHECKS PAYABLE TO: EXPO SERVICES			TOTAL

CHECKS - Please complete the following:

Check Number: _____ Dated _____

Amount \$ _____

NOTE: All Checks are deposited upon receipt. Do not post date!

There is a \$25.00 charge for all checks returned by the bank. Signature _____

CREDIT CARD - Please complete the following: VISA M/C AM EX DIS
 (CIRCLE ONE)

Acct. Number _____

Exp. Date _____ I.D. Number _____ 3 or 4 digit no. on back of card

Card Holder _____

Name of Event _____ Booth Number(s) _____

Firm Name _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____

Print Your Name _____ Signature _____

50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.

PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.

THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. KEEP A COPY FOR YOUR RECORDS



CORPORATE OFFICE:

P O Box 2969
 ZANESVILLE, OHIO 43702
 PHONE 740-454-1202
 FAX 740-454-4809

Columbus:
January 27-29, 2012 **Order Form A**

BOOTH DECORATING FORM

DEADLINE DATE - January 20, 2012

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

FURNITURE - TABLES - ACCESSORIES

The below is a basic listing of items available. Contact a representative for quotation on other items

QTY	TABLES & RISERS (undraped)	ADVANCE RATE	FLOOR RATE	EXTENDED PRICE
	TABLE - 24"x 4'x 30"	\$28.00	\$34.00	
	TABLE - 24"x 6'x 30"	\$30.00	\$36.00	
	TABLE - 24"x 8'x 30"	\$33.00	\$40.00	
	RISER - 12"x 4'x 12"	\$15.00	\$20.00	
	RISER - 12"x 6'x 12"	\$20.00	\$25.00	
	RISER - 12"x 8'x 12"	\$30.00	\$35.00	
	Extend Table to 40" High (Adder)	\$12.00	\$15.00	
TABLES & RISERS (draped)		<i>Circle color preferred -</i> Black - Blue - Red - White - Maroon - Yellow - _____		
	TABLE - 24"x 4'x 30"	\$42.00	\$50.00	
	TABLE - 24"x 6'x 30" 3 sides	\$59.00	\$75.00	
	TABLE - 24"x 8'x 30" 3 sides	\$70.00	\$80.00	
	FULL SKIRT (FOUR SIDES) ADDER	\$35.00	\$45.00	
	RISER - 12"x 4'x 12"	\$22.00	\$35.00	
	RISER - 12"x 6'x 12"	\$29.00	\$40.00	
	RISER - 12"x 8'x 12"	\$40.00	\$50.00	
	Extend Table to 40" High (Adder)	\$24.00	\$30.00	
SPECIAL BOOTH DRAPE		<i>Circle color preferred -</i> Black - Blue - Red - White - Maroon - Yellow - _____		
	Siderail Drape 36"Ht. / Linear Ft.	\$3.00	\$7.00	
	Back Drape 8' Ht. / Linear Ft.	\$6.00	\$8.00	
	White Vinyl Table Cover	\$12.50	\$15.00	
	Special Skirting 30"Ht. / Linear Ft.	\$4.50	\$5.50	
	Special Skirting 40"Ht. / Linear Ft.	\$5.00	\$6.00	
FURNITURE				
	FOLDING CHAIR	\$5.00	\$6.00	
	STACK CHAIR	\$25.00	\$32.00	
	BAR STOOL	\$40.00	\$48.00	
	OFFICE CHAIR	\$40.00	\$48.00	
	EASEL, Chrome Tripod	\$17.50	\$22.50	
	WASTE BASKET	\$8.00	\$12.00	
	other requests: (call for Pricing)			
Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"			Taxable SUB-TOTAL	

50% CANCELLATION FEE FOR

Name of Event JOHNSON'S LOG HOME & TIMBER FRAME SHOW Booth Number(s) _____ ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.

Firm Name _____ Tel. No. _____
 Address _____ City _____ State _____ Zip _____
 Prin: Your Name _____ Signature _____

**PAYMENT MUST BE RECEIVED
 BEFORE SERVICE IS
 PROVIDED.**



Columbus
January 27-29, 2012

CORPORATE OFFICE:
 P O Box 2969
 ZANESVILLE, OHIO 43702
 PHONE 740-454-1202
 FAX 740-454-4809

Order Form B

CARPET RENTAL ORDER FORM

DEADLINE DATE - January 20, 2012
 ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping. Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas. Cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area exhibit carpet is desired, see section below

CHECK ONE	ADVANCE RATE	FLOOR RATE	CHECK ONE	ADVANCE RATE	FLOOR RATE
9 Ft. x 10 Ft.	\$80.00	\$100.00	9 Ft. x 30 Ft.	\$225.00	\$270.00
9 Ft. x 20 Ft.	\$150.00	\$180.00	9 Ft. x 40 Ft.	\$300.00	\$350.00
Bulk spaces per sq. ft.	\$0.85	\$1.05			

Circle One: **Black - Blue - Red - Grey - Green - other**

COMPLETE EXHIBIT AREA CARPET

Complete exhibit area carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to you exact measurements

Custom cut - Special Order Final Price is dependent on actual carpet cost

Complete Area Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @	ADVANCE RATE	FLOOR RATE	TOTAL
	\$2.25	\$2.75	

Circle One:

Black - Blue - Red - Grey - Green - other

PADDING - PROTECTIVE PLASTIC COVERING - TAPE

- Padding Area Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @ \$0.85 / Sq. Ft. = \$ _____
- Protective Plastic Area _____ Ft. x _____ Ft. = _____ Sq. Ft. @ \$0.15 / Sq. Ft. = \$ _____
- Additional Carpet Tape _____ Ft. @ \$1.00 Linear. Ft. = \$ _____

VACUUMING/CLEANING

Individual cleaning for your booth may be ordered by checking below
 (Charges are based on gross booth area)

- Vacuuming ONCE prior to show opening\$.25 per sq. ft.
- Vacuuming EVERY DAY during event.....\$.20 per sq. ft. per day
- Vacuuming, dusting display area & emptying waste-baskets.....\$.30 per sq. ft. per day

Booth Size: _____ ft x _____ ft. = _____ sq. ft. x \$ _____ per sq. ft. x _____ days = \$ _____

Total each of the top three sections and enter here

Taxable SUB-TOTAL _____

Total from VACUUM/CLEANING Section enter here

Non Taxable SUB-TOTAL _____

Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"

Name of Event <u>JOHNSON'S LOG HOME & TIMBER FRAME SHOW</u> Booth Number(s) _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____ Tel. No. _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
Address _____ City _____ State _____ Zip _____	
Print Your Name _____ Signature _____	



Columbus
January 27-29, 2012 Order Form C

CORPORATE OFFICE:
P O Box 2969
ZANESVILLE, OHIO 43702
PHONE 740-454-1202
FAX 740-454-4809

RIGGING/FORKLIFT SERVICE REQUEST FORM

DEADLINE DATE -January 20, 2012

Exhibitor Services Sign & Banner Rigging / Material Handling Request

RIGGING / MATERIAL HANDLING INFORMATION

Set-up Date _____ Time: _____ Removal Date: _____ Time: _____

Special Instructions: _____

RIGGING / MATERIAL HANDLING COST ESTIMATE

RIGGING MATERIALS EXTRA

Sign & Banner Hanging:

<u>Move-in & Move-out</u>	<u>Rate</u>	<u># Men</u>	<u>Hours/man</u>	<u>Total</u>
Mon-Fri - 1 hour Minimum				
8:00AM - 5:00PM	\$36.00/hr	_____	_____	_____
7:00PM - 12:00AM	\$54.00/hr	_____	_____	_____
12:00AM - 8:00AM	\$72.00/hr	_____	_____	_____
Sat-Sun - 1 hour Minimum				
8:00AM - 5:00PM	\$45.00/hr	_____	_____	_____
5:00PM - 12:00AM	\$67.50/hr	_____	_____	_____
12:00AM - 8:00AM	\$90.00/hr	_____	_____	_____

Equipment Rental

Fork Lift (including operator) \$60.00/hr - 1/2 hr. Min. _____

Transfer subtotal to "Payment Information Form" **SUBTOTAL** _____

Add 30% to all orders not received by the DEADLINE DATE.

Rules

- 1) No Exhibitors or Decorators are permitted to hang any material from OEC buildings
- 2) A drawing for placement of signs or banners must be shipped with item for advanced rigging to EXPO SERVICES

Name of Event <u>JOHNSON'S LOG HOME & TIMBER FRAME SHOW</u> Booth Number(s) _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____ Tel. No. _____	
Address _____ City _____ State _____ Zip _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
Print Your Name _____ Signature _____	

THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. KEEP A COPY FOR YOUR RECORDS



CORPORATE OFFICE:

P O Box 2969
ZANESVILLE, OHIO 43702
PHONE 740-454-1202
FAX 740-454-4809

Order Form D

EXHIBITOR'S SHIPPING INSTRUCTIONS, INFORMATION & RATES

DEADLINE DATE: January 20, 2012

ADVANCE SHIPMENTS:

To assure that your materials arrive on time we suggest you check with your carrier to allow ample time for delivery. Shipments will be accepted at our location and allowed 30 days free storage. These should be consigned and the bill of lading made out as follows:

Name of Event JOHNSON'S LOG HOME & TIMBER FRAME SHOW

Name of Exhibiting Company

Booth No.

c/o Expo Services & Professionals
717 East 17th Ave.
Columbus, Oh 43211

Special Markings:

Shipments will be accepted Mondays through Fridays - 9:30am - 2:30pm
Call 614-395-2018 to arrange off-loading

ESTIMATED ADVANCE PAYMENT AMOUNT \$ FOR LBS.

ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY RECEIPT SHOWING THE NUMBER OF PIECES, WEIGHT AND TYPE OF MERCHANDISE

A copy should be mailed immediately to Expo Services, PO Box 2969, Zanesville, OH 43702. A copy should also be provided to the person responsible for installing your area should they require assistance in tracing shipments.

In order to assure expeditious handling of exhibit material, exhibitors must clear all movement of material with Expo Services. We suggest that exhibitors contact Expo Services to schedule for unloading at the show site.

RATES: UNLESS SPECIFIED OTHERWISE, THESE RATES ARE ROUND TRIP BASED ON INCOMING WEIGHT
MINIMUM CHARGE all classification 200 lbs.

CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE SHOW SITE:

Material will unload and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$32.00 for each 100 lbs. or fraction thereof per shipment

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING:

This classification shall be applied to, but not limited to, van shipments or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot, 20 assorted pieces, etc.) Material will unload and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$42.00 for each 100 lbs. or fraction thereof per shipment.

OVERTIME CHARGES:

Overtime charges will be invoiced on INBOUND FREIGHT received after 3:00 P.M. weekdays or any time Saturday, Sunday, or Holidays.

Overtime charges will be invoiced on OUTBOUND FREIGHT loaded after 5:00 P.M. weekdays or any time Saturday, Sunday, or Holidays.

MOBILE EQUIPMENT:

Wheeled vehicles will be handled on an hourly basis at prevailing labor rates (straight time and/or overtime) with a minimum charge of one hour per man. Any equipment needed to handle these vehicles will also be charged for at a hourly rate basis. Charges will be invoiced for both inbound and outbound movement.

PAYMENT TERMS: Payment due a time of service. Solely at the discretion of Expo Services, terms may be allowed as follows. Net 10 days. Service charges of 2% per month, or fraction thereof, will be applied to PAST DUE ACCOUNTS. The annual rate for SERVICE CHARGES is 24%. Payment for ALL services and labor, whether ordered by the exhibitor, display builders or other parties, shall be the responsibility of the EXHIBITOR. All payments must be in U.S. FUNDS.