



**Smith Expo**

**Alliance of Indiana Rural Water  
French Lick Resort  
Exposition Hall – French Lick, IN  
March 12-14, 2024**

**OFFICIAL SHOW  
DECORATOR**

- Smith Expo LLC
- 1173 Airport Pkwy, Ste. C
- Greenwood, IN 46143
- Phone: 317.362.6890
- Email: hsmith@smithexpo.com

**AIRW CONTACT**

- Kristen Henley
- PO Box 789
- Franklin, IN 46131
- Phone: 317.417.9877
- Email: khenley@inh20.org

**EXHIBIT INFORMATION**

- Backwall Drape: 8' Black
- Sidewall Drape: 3' Black
- Display: 6' Black Spandex Skirted Table
- Seating: Two Folding Chairs
- Trash: One Wastebasket
- Carpeting: Gray Ballroom Carpet
- Signage: One ID Sign

**Important Dates (Check all  
order forms for additional  
deadlines)**

•Advanced Order Deadline:	Fri., March 8, 2024	3 PM
•Advance Freight Deadline (without surcharge):	Fri., March 8, 2024	3 PM
•Move-in:	Tues., March 12, 2024	2:30 PM - 7 PM
•Show Hours:	Wed., March 13, 2024*	7:30AM-5:30 PM
		*Closed for lunch 12:15 PM - 1:45 PM
•Show Hours:	Thurs., March 14, 2024	7 AM - 12:30 PM
•Move-out:	Thurs., March 14, 2024	12:30 - 2:30 PM
•Freight Re-Route:	Thurs., March 14, 2024	2:30 PM

**Advance Warehouse**

- Company Name, Booth #
- AIRW c/o Smith Expo
- 1173 Airport Pkwy, Ste. C
- Greenwood, IN 46143

**Direct to Show Site**

- Company Name, Booth #
- AIRW
- French Lick c/o Smith Expo
- 8331 West ST RD 56, STE #3
- West Baden, IN 47469

**Outbound Shipping**

- Official Show Carrier: TF Logistics
- Email: ops@tfi-logistics.com
- Phone: 317-805-1062
- www.TFI-Logistics.com
- Bill of Ladings provided onsite

# FURNITURE & ACCESSORIES ORDER FORM

AIRW 2024

## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Spandex Skirted Tables</b>				
	4' x 24" wide	\$45	\$56	\$
	6' x 24" wide	\$65	\$81	\$
	8' x 24" wide	\$85	\$106	\$

<b>Unskirted 30" High Tables</b>				
	4' x 24" wide	\$25	\$31	\$
	6' x 24" wide	\$35	\$44	\$
	8' x 24" wide	\$45	\$56	\$

<b>42" High Spandex Skirted Tables</b>				
	4' x 24" wide	\$65	\$81	\$
	6' x 24" wide	\$85	\$106	\$
	8' x 24" wide	\$105	\$131	\$

<b>Unskirted 42" High Tables</b>				
	4' x 24" wide	\$35	\$44	\$
	6' x 24" wide	\$45	\$56	\$
	8' x 24" wide	\$55	\$69	\$

<b>24" Round Cocktail Tables</b>				
	30" High	\$35	\$44	\$
	40" High	\$45	\$56	\$
	Add Spandex Cover	\$10	\$15	\$

## Accessories

Qty	Item	Advance	Standard	Subtotal
	Folding Chair	\$15	\$19	\$
	Padded Chair	\$25	\$31	\$
	High Stool	\$35	\$44	\$
	Wastebasket	\$5	\$7	\$
	Easel	\$10	\$13	\$
	3' Base/Upright	\$3	\$4	\$
	8' Base/Upright	\$8	\$10	\$
	Cross Bar	\$8	\$10	\$
	3' Masking Drape/LF	\$6	\$8	\$
	8' Masking Drape/LF	\$9	\$12	\$
	55" LED TV (w/stand)	\$225/day	\$282/day	\$
	Fish Bowl	\$10	\$13	\$
	10x10 Booth Carpet	\$115	\$144	\$
	10x10 Booth 1/2" Padding	\$85	\$106	\$

<b>Supplies / Labor</b>			
	Shrink Wrap w/Labor	\$45/Skid	\$
	Banding w/Labor	\$55/Skid	\$
	Cart Load Service	\$25/Cart	\$

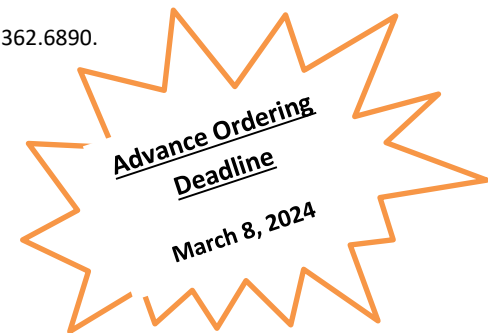
<b>Shipping *See Material Handling Resource Guide for Terms &amp; Conditions (page 4)</b>			
	Advance (per 100 lbs; 200 lb min.)	\$65/100 lbs	200 lb. min \$
	Direct (per 100 lbs; 200 lb min.)	\$62/100 lbs	200 lb. min \$
	Small Packages (Onsite Only)	\$15	25 lb. max \$
	Special Material Handling	35%	\$

## Important Notes

- Complete this form and return it to [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com).
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.
- A credit card on file is required when using Smith Expo.
- All charges must be paid prior to close of show.
- Orders cancelled after move-in begins will be charged 50% of the original price.
- Additional requests for items not listed on this form, contact [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com) or call 317.362.6890.

## Form Total

Subtotal \$ \_\_\_\_\_  
 7% Sales Tax \$ \_\_\_\_\_  
 Est. Total \$ \_\_\_\_\_



**\*PAYMENT INFORMATION WILL BE COMPLETED ON THE FOLLOWING PAYMENT AUTHORIZATION FORM\***

COMPANY NAME: \_\_\_\_\_ BOOTH #(S): \_\_\_\_\_



Smith Expo

# PAYMENT POLICIES & AUTHORIZATION FORM

AIRW 2024

## Payment Policy

- Complete this form and return it to [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com).
- All orders must be paid in full and in advance of the show.
- Orders received on or before the advance deadline will be processed at the ADVANCE PRICE listed.
- Orders received after the deadline and at show site will be processed at the STANDARD PRICE listed.
- Payment may be made by company check, credit card or money order.
- Purchase Orders are not considered advance payment.
- All accounts must be settled with Smith Expo prior to show closing.
- Cancellations made after move-in begins will be charged 60% of the original price.
- No credits will be issued after show closing.
- Exhibitors will be assessed a \$50 service charge for any returned check(s) or declined credit cards for each occurrence.
- A finance charge of 1 ½% per month (18% per annum) will be added to any outstanding invoices.
- A signature on this payment authorization form denotes acceptance of payment terms as set forth by Smith Expo.

## Payment Authorization Form

**PAYMENTS MUST BE RECEIVED BY MARCH 8, 2024 FOR DISCOUNT RATES TO APPLY**

### CREDIT CARD INFORMATION TO BE PLACED ON FILE

Form of Payment:  Visa     Mastercard     American Express     Check #: \_\_\_\_\_  
(Payable to Smith Expo – Fed ID: 83-4180399)

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Use above credit card for all charges incurred and any show site orders

Cardholder's Signature: \_\_\_\_\_

Cardholder's Name (please print clearly): \_\_\_\_\_

Email Address for Receipt: \_\_\_\_\_

**\*IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO [HSMITH@SMITHEXPO.COM](mailto:HSMITH@SMITHEXPO.COM)\***

COMPANY NAME: \_\_\_\_\_ BOOTH #(S): \_\_\_\_\_



Smith Expo

# MATERIAL HANDLING RESOURCE GUIDE

AIRW 2024



**INBOUND SHIPPING INFORMATION**       Warehouse       Show Site

Shipping via: \_\_\_\_\_ Tracking #: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Total # of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ lbs

**OUTBOUND SHIPPING INFORMATION**

Ship To: \_\_\_\_\_ Attn: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

# of Outbound Pieces: \_\_\_\_\_ Crates: \_\_\_\_\_ Display Cases: \_\_\_\_\_ Cartons: \_\_\_\_\_ Skids: \_\_\_\_\_

**ALL OUTBOUND SHIPMENTS MUST BE PICKED UP BY THURSDAY, MARCH 14 @ 2:30 PM OR THEY WILL BE REROUTED**

**OUTBOUND CARRIER INFORMATION**

TF Logistics – Official Show Carrier       Other Carrier Name \_\_\_\_\_

If you are using a carrier other than Smith Expo's Designated Carrier – TF Logistics, it is the responsibility of the exhibitor to call the carrier and arrange for pickup within the allotted move out time. Smith Expo will load out shipment when your carrier arrives. Smith Expo is not responsible for any items left unattended on the show floor. Smith Expo will not handle any outbound UPS shipment without arrangements being made with Smith Expo in advance.

***\*IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM\****

COMPANY NAME: \_\_\_\_\_ BOOTH #(S): \_\_\_\_\_





Smith Expo

**ADVANCE WAREHOUSE by  
3PM on MARCH 8, 2024**

**SMITH EXPO**  
1173 Airport Pkwy., Ste. C  
Greenwood, IN 46143

**EVENTNAME:** AIRW 2024 **DATES:** March 12-14, 2024

**COMPANY NAME:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**KEEP THIS PAGE FOR PACKAGE / SHIPPING**



Smith Expo

**DIRECT TO SHOW SITE**  
**MARCH 12, 2024**  
**(ONLY during load-in hours)**

French Lick - Expo Hall  
c/o SMITH EXPO  
8670 IN-56  
French Lick, IN 47432

EVENTNAME: AIRW 2024 DATES: MARCH 12, 2024

COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

KEEP THIS PAGE FOR PACKAGE / SHIPPING



# FRENCH LICK RESORT®

FRENCH LICK & WEST BADEN · INDIANA

## Exhibitor Order Form

2 day Event

GROUP ID: 2024 AIRW Booth #: \_\_\_\_\_

### Event Information

Event Name: AIRW Dates: MARCH 13-14, 2024

### Contact Information

Company Name: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_

#### Electrical

	Quantity	Days	Daily Rate	Total
120 Volt Outlet (20 amps)			\$50.00	
208 Volt Outlet (20 amps)			\$80.00	
208 Volt (30 amp) - Exhibition Hall Only			\$90.00	
208 Volt (50 amp) - Exhibition Hall/Windsor Only			\$ 100.00	
208 Volt Outlet (0 - 20 amps - 3 wire conductor) - Hoosier Only			\$ 125.00	
Addition Power Strip w/ Extension Cord			50.00	
			<b>Electric Total:</b>	
<i>Trade show is March 13-14, 2024</i>			<b>7% Sales Tax:</b>	

#### Audio/Visual

	Quantity	Days	Daily Rate	Total
42" Samsung LCD TV			\$ 200.00	
55" LG LED TV			\$ 300.00	
65" Samsung LED TV			\$ 400.00	
80" Sharp LED TV			\$ 500.00	
Blu-Ray Player			\$75.00	
Windows Laptop			\$ 150.00	
Video Cables (VGA, HDMI, ET etc.)			\$25.00	
LED Par Uplight			\$50.00	
5' Easel			\$20.00	
			<b>AV Total:</b>	
			<b>7% Sales Tax:</b>	
<i>The a/v service fee is calculated by adding the a/v total multiplied by the 21% only (no tax)</i>			<b>21% AV Svc Fee:</b>	

#### Equipment

	Quantity	Days	Daily Rate	Total
Rug (Mandatory for Vendors Cooking)			\$20.00	
Pallet Jack			\$50.00	
Facility Personnel - By the Hour	hours		\$50.00	
Genie Personal Lift*			\$ 400.00	
Fork Lift* - (Must be operated by facilities personnel)			\$ 400.00	
<i>Please provide Plug Configuration for 208 Power Requests for ALL 208 Power Needs</i>			<b>Equip Total:</b>	
<i>There will be a \$75 plus total of all charges for any requests added day of</i>			<b>7% Sales Tax:</b>	
			<b>Total:</b>	



**FRENCH LICK RESORT®**  
FRENCH LICK & WEST BADEN · INDIANA

RES ID: 2024 AIRW Booth #: \_\_\_\_\_

**Exhibitor Payment & Acknowledgement Form**

**Event Information**

Event Name: AIRW

Dates: MARCH 13-14, 2024

**Contact Information**

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

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

On-Site Contact Name: \_\_\_\_\_

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

**Payment Information**

*For your security, **DO NOT** write the credit card number on this form. A Resort Revenue Agent will contact for payment information prior to your event. Please check the box below if you would like a copy of your*

Cardholder Signature: \_\_\_\_\_

Receipt:

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

Phone Number: \_\_\_\_\_ Last Four Digits of Credit Card: \_\_\_\_\_

Total Amount to be charged \_\_\_\_\_ (from pg.5)

AGREEMENT ACCEPTANCE: The exhibitor acknowledges that a duly authorized representative of the exhibiting company has read, understands and accepts the terms and conditions of the agreement and guidelines.

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

**Disclaimer**

*The resort is not responsible for any lost, stolen, damaged, or misdirected equipment, personal items, or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in Resort facilities outside of event hours.*

**This Form along with the Completed Exhibitor Order Form must be received a minimum of 3 Weeks prior to your arrival.**

Please email to [exhibitor@frenchlick.com](mailto:exhibitor@frenchlick.com), for any questions please call 812-936-5824.

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**Please Do Not Write Below - For French Lick Resort Office Use Only**

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ CVV Code: \_\_\_\_\_



1. Smith Expo and subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.
2. Smith Expo and subcontractors are not, and cannot be, responsible for loss or disappearance of Exhibitor materials after they have been delivered to the booth or once they are left in the booth for load out and shipping after the show closes.
3. Smith Expo and subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind beyond our direct control.
4. Smith Expo and subcontractors shall not be responsible for ordinary wear and tear in handling of equipment; nor for the loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond our control.
5. Smith Expo and Subcontractors 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 materials which may make it impossible or impractical to exhibit same.
6. It is understood that Smith Expo and subcontractors are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amount payable to Smith Expo hereunder are based on the value of the material handling services and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by Smith Expo or its subcontractors, it is understood that Smith Expo and subcontractors do not provide for liability should loss or damage occur.
7. It is the Exhibitor's responsibility to make sure all materials are insured from the time they leave your firm, while they are at show site, and until they are returned after the show.
8. Claims for loss or damage must be submitted to Smith Expo by the close of the show. No suit or action shall be brought against Smith Expo or its subcontractors more than three months after the cause of action.
9. Smith Expo and subcontractor's liability shall be limited to any loss or damage which results solely from Smith Expo or its subcontractors' negligence in the actual physical handling of the items comprising your shipment(s) and not for any other type of loss or damage. Liability shall be limited to an amount not to exceed \$.20 per pound per item with a maximum liability of \$40 per item or \$500 per shipment, which ever is less, as agreed upon damages and exclusive remedy.
10. The Exhibitor agrees in connection with the receipt, handling, storage, and reloading of your materials that Smith Expo and subcontractors will provide their services as agent and not as bailee or shipper. If any employee of Smith Expo or subcontractors shall sign a delivery receipt, bill of lading, or other document, the Exhibitor agrees that they do as the Exhibitor's agent, and the Exhibitor accepts responsibility, therefore.
11. Smith Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or special unit counts on receipts or freight bills, such as FedEx or UPS Packages. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the Smith Expo customer service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative(s). It is understood that these labels are used for EMPTY STORAGE ONLY and Smith Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
13. The consignment or delivery of a shipment to Smith Expo or subcontractors by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as acceptance by such Exhibitor of the terms, limitations, and conditions set herein.



An Exhibitor Appointed Contractor (EAC) is any company other than the official service contractor, Smith Expo. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any exhibitor must insure that non-official vendors hired to perform any of the following services at this event must comply with the rules, requirements and regulations:

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Transportation / Freight Carrier

**A certificate showing adequate general liability and property damage coverage must be received four (4) weeks prior the event.**

**IMPORTANT:** please be sure the certificate of insurance (COI) indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed. Smith Expo, the Official Show Contractor, and the facility must be named as additional insureds on all policies. The COI must cover the entire event date and must be received no later than four (4) weeks prior to the event. Any and all outside vendors must fulfill the following requirements:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. Smith Expo management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s) and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Smith Expo management.
- All EACs and all subcontractors must display company ID with photo all times while on property.
- All EACs agree to abide by the rules and regulations set forth by Smith Expo in this Service Kit. EACs may operate only out of the confines of their client's booth. Separate service desks and/or work areas, storage areas or other work facilities will not be permitted at Smith Expo's event. The show aisles and public space are not part of the Exhibitor's booth space.
- All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.
- All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Smith Expo should deadlines not be met.
- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of any tape, debris and other remnants of use).
- All personnel under the employment of the EACs must be credentialed properly with show management.
- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Event as set forth by Smith Expo.
- All EACs will not solicit business on the Show Floor.

