



10801 Plantside Drive, Louisville, Kentucky 40299-2419
Telephone: 502.266.5101 Fax: 502.266.5102

2025 IDCO Expo

November 3 - 5, 2025

Show Management:

Carin Walters

P: 763-670-9078

carin.walters@conferencedirect.com

Audio Visual:

Marriott Louisville

Online Ordering:

[https://markeys.formstack.com/
forms/marriott_louisville](https://markeys.formstack.com/forms/marriott_louisville)

Booth Equipment:

10' X 10' Draped Booth

Booth ID Sign

1 - 6' Black Skirted Table

8 Chairs (Supplied by Marriott)

Please note that the facility is carpeted. In addition to the booth equipment listed above, all rental options offered in this kit are optional. Shipping forms can be located on the last 2 pages of the kit.

Show Colors:

Booth Drape- Black

Discount Order Deadline:

Tuesday, October 21, 2025

Show Location:

**Louisville Marriott Downtown,
Marriott Ballroom
Louisville, KY**

Exhibitor Move-in:

Monday, November 3, 2025

12:00 PM - 6:00 PM

Show Dates & Hours:

Tuesday, November 4, 2025

8:30 AM - 5:00 PM

Wednesday, November 5, 2025

8:00 AM - 4:00 PM

Exhibitor Move-out:

Wednesday, November 5, 2025

4:15 PM - 6:15 PM

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the Genesis Exposition Services forms, you may find forms enclosed for services performed by the Convention facility or other suppliers. Please give special attention to see that forms and payments are directed to 10801 Plantside Drive, Louisville, KY 40299. Some services may *not* be provided by Genesis Exposition Services, LLC.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at (502) 266-5101. We look forward to serving you.

Genesis Exposition Services, LLC

WAYS TO ORDER:

Mail Forms To:

Genesis Exposition Services
10801 Plantside Drive
Louisville, Kentucky 40299

Fax Forms To:

(502) 266-5102

Email Forms To:

orders@gen-expo.com

Call:

(502) 266-5101



GENESIS
EXPOSITION SERVICES

Email: orders@gen-expo.com

THIS FORM MUST BE COMPLETED & RECEIVED WITH
YOUR ORDER AND PAYMENT BY **DEADLINE DATE**

1 *Exhibiting Company Information:*

Third Party Billing:

Signature _____

2 Order Summary:

Order Grand Total \$

3 *Payment Policy, Authorization & Terms:*

Zir

Please note: Incorrect or incomplete cardmember address information could result in the credit card being declined. All declined credit cards will result in a \$20.00 surcharge being added to your invoice.

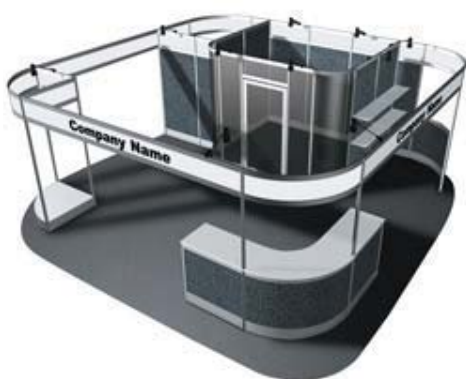


RENTAL DISPLAYS

With several Genesis standard displays to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the panels and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom displays, hanging signs, or graphics, please call your Genesis Customer Service Representative at 502.266.5101.

20x20 DISPLAY



- 4012 - 20'x20' Island Display includes:
- three digitally printed header signs (117" x 12")
 - one locking office
 - four 1M x 12" deep shelves
 - one curved counter
 - two 1M counters
 - ten arm lights (order electrical separately)
 - one standard 20' x 20' carpet w/o padding

10x20 DISPLAY



- 4010 - 10'x20' Curved Display includes:
- one digitally printed header sign (117" x 12")
 - one 57-13/16" x 12" digitally printed header sign
 - one 2M counter
 - six arm lights (order electrical separately)
 - five 1M x 12" deep shelves
 - one standard 10' x 20' carpet w/o padding

10x10 DISPLAYS



- 4004 - 10' Backwall Display includes:
- one digitally printed header sign (117" x 12")
 - two arm lights (order electrical separately)
 - one standard 10' x 10' carpet w/o padding



- 4006 - 10' Deluxe Display includes:
- one digitally printed header sign (117" x 12")
 - three arm lights (order electrical separately)
 - five 1M x 12" deep shelves
 - one 1M counter
 - one standard 10' x 10' carpet w/o padding

8FT TABLE DISPLAY



- 4002 - 8' Tabletop Display includes:
- one digitally printed header sign (77 5/8" x 12")
 - three arm lights (order electrical separately)
 - two 1M x 12" deep shelves
 - one 8' skirted table
 - one standard 10' x 10' carpet w/o padding

Colors may vary due to printing limitations.



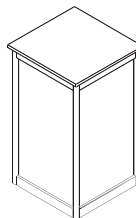
RENTAL ACCESSORIES



4043 - 1M x 1/2M x 40" Cabinet
w/locking doors



4044 - 2M x 1/2M x 40" Cabinet
w/locking doors



1/2M x 1/2M Pedestal
(available in 30", 36" or 40" ht.)



4041 - 1M x 40" Curved Counter
(open back)



4094 - Slatwall Panel upgrade
1M x 8'



4091 - Pegboard Panel upgrade
1M x 8'



4031 - 1M x 8' Freestanding
Panel (graphics sold separately)



4021 - 1M x 8' Room Wall Panel
4022 - 1M Locking Door Unit



4078 - Slatwall Hook
Call for sizes and availability



4077 - Pegboard Hook
Call for sizes and availability



4082 - Halogen Arm Light
(150 Watt)



4071 - Display Shelf, White
(1M x 12" deep)

PANEL CHOICES

STANDARD PANEL CHOICES:



Black PVC



White PVC

UPGRADED PANEL CHOICES:



Gray Fabric



Special Color PVC (call for available colors)



Special Color Slatwall / Pegboard



Full Panel Digital Graphics panels (call for pricing)

Colors may vary due to printing limitations.

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

IDCO #5326-25

Rental Displays & Accessories Order Form

Discount Deadline Date: Tuesday, October 21, 2025

Artwork Deadline: Tuesday, October 21, 2025 to receive discount pricing.

Cancellation Policy: Cancellation *after* order processing will be at 25% of prevailing rate. Cancellation *after* delivery and/or installation will be at 100% of prevailing rate.

20' x 20' Displays					
Item #	Item Description	Qty	Discount	Standard	Total
4012	20' x 20' Island Display		\$ 14,046.00	\$21,069.00	

10' x 20' Displays					
Item #	Item Description	Qty	Discount	Standard	Total
4010	10' x 20' Curved Display		\$ 9,459.00	\$14,189.00	

10' x 10' Displays					
Item #	Item Description	Qty	Discount	Standard	Total
4004	10' Backwall Display		\$ 2,280.00	\$ 3,420.00	
4006	10' Deluxe Display		\$ 4,300.00	\$ 6,450.00	
4002	8' Table Top Display		\$ 2,143.00	\$ 3,215.00	

Indicate Carpet / Skirt Choice

Please select desired standard carpet color. Gray will be provided if no carpet color is indicated below:

☐ Black (04) ☐ Royal Blue (06) ☐ Blue Jay (92)
☐ Burgundy (11) ☐ Cayenne (93) ☐ Gray (09)
☐ Pepper (91) ☐ Red (14)

Please select desired skirt color (for 4002 - 8' Table Top Display). Black will be provided if no skirt color is indicated below:

☐ Lt. Beige (03) ☐ Black (04) ☐ Royal Blue (06)
☐ Navy (07) ☐ Burgundy (11) ☐ Yellow Gold (08)
☐ Expo Green (10) ☐ Plum (19) ☐ Seafoam (18)
☐ Red (14) ☐ Silver (15) ☐ White (16)

Electrical or Utilities Under Carpet?

☐ Yes ☐ No

If yes, please submit a diagram indicating adjacent booth numbers to show orientation to insure proper placement before installing your exhibit. If a diagram is not submitted and services are installed in the improper location, Genesis will not be held responsible and labor fees will be applied to dismantle/move the structure.

Indicate Standard PVC Panel Color Choice

Please select desired standard panel color for your requested display, cabinet(s), counter(s) and/or pedestal(s). White PVC will be provided if no panel type/color is indicated below:

☐ Black PVC ☐ White PVC

Accessories					
Item #	Item Description	Qty	Discount	Standard	Total
4031	1M x 8' Freestanding Panel		\$ 446.00	\$ 669.00	
4021	1M x 8' Room Wall Panel		\$ 387.00	\$ 581.00	
4022	1M Locking Door Unit		\$ 476.00	\$ 714.00	
4082	Halogen Arm Light - Black		\$ 107.00	\$ 161.00	
4071	Display Shelf, 1M x 12" deep		\$ 83.00	\$ 125.00	
4041	1M x 40" Curved Counter		\$ 982.00	\$1,473.00	
4043	1M x 1/2M x 40" Cabinet		\$ 500.00	\$ 750.00	
4044	2M x 1/2M x 40" Cabinet		\$ 685.00	\$1,028.00	
4062	1/2M x 1/2M x 30" Pedestal		\$ 357.00	\$ 536.00	
4063	1/2M x 1/2M x 36" Pedestal		\$ 369.00	\$ 554.00	
4064	1/2M x 1/2M x 40" Pedestal		\$ 381.00	\$ 572.00	

Display Panel / Accessory Upgrades

Item #	Item Description	Qty	Discount	Standard	Total
4093	Spec. Color PVC Display Panel		\$ 66.00	\$ 99.00	
4097	Spec. Color Cabinet/Counter/Ped.		\$ 66.00	\$ 99.00	
4090	Gray Fabric Display Panel		\$ 102.00	\$ 153.00	
4094	Slatwall Display Panel - White		\$ 161.00	\$ 242.00	
4091	Pegboard Display Panel - White		\$ 102.00	\$ 153.00	
4095	Spec. Color Slatwall Panel		\$ 66.00	\$ 99.00	
4092	Spec. Color Pegboard Panel		\$ 66.00	\$ 99.00	

Prices are in addition to the price of the requested standard display/accessory and are figured per display panel and/or cabinet/counter/pedestal. Call for available colors.

Digital or Standard Vinyl ID Sign Copy

Digital ID Signage is included with each display rental. Please email your artwork to graphics@genexpo.com. If a Digital ID is not required, your company name in standard black vinyl lettering on a white background will be provided.

Full Panel Graphics

Full Panel Digital Graphics are available at an additional cost. Please submit your artwork to graphics@genexpo.com for pricing. An EPS Vector format file, with all fonts converted to outline, is required as well as a hard copy with the order to receive custom graphics. No refunds on artwork cancelled after production.

Subtotal This Form: \$

Copy this subtotal to the **Payment Authorization Form** where **6% SALES TAX** will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ **Yes, I have reviewed the Payment Policy and enclosed the Payment Form.**
 All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____
 Street Address _____ Fax _____
 City / State / Zip _____ Print Name _____
 Email _____ Signature _____ Date _____



CHAIRS



105 - Walnut Arm Chair



103- Padded Side Chair



101 - Plastic Side Chair



131- Stool, Padded

TABLES

239 - 6' x 40" ht. Skirted Table
Your choice of skirt color from
available colors below253 - 8' x 30" ht. Skirted Table
Your choice of skirt color from
available colors below216 - Pedestal Table,
30" Diameter x 40" High210 - Pedestal Table,
36" Diameter x 30" High

TABLE SKIRT COLORS



Lt. Beige (03)



Black (04)



Royal Blue (06)



Navy Blue (07)



Burgundy (11)



Yellow Gold (08)



Expo Green (10)



Plum (19)



Seafoam (18)



Red (14)



Silver (15)



White (16)

Colors may vary due to printing limitations and dye lot differences.
Some items may differ in style than those pictured.
See order form for additional offerings not pictured.



ACCESSORIES



435 - Chrome Stanchion
(chain not included)



437 - Stanchion Chain
White Plastic, Per In/ft



407 - Easel, Tripod
(Sign not included)



401 - Wastebasket w/liner



439 - Retractable Stanchion



413 - Coat Rack



408 - Waterfall Stand



409 - Bag Stand



425 - Sign Frame,
Chrome, 22"x28"



Ticket Tumbler,
2615 - Small, Table Top
2617 - Medium, Table Top
(Call for availability & pricing)



603 - Bulletin Board, 4'x8'
Horizontal or Vertical

Colors may vary due to printing limitations and dye lot differences.
Some items may differ in style than those pictured.
See order form for additional offerings not pictured.

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

IDCO #5326-25

Furniture & Accessories Rental Order Form

Discount Deadline Date: Tuesday, October 21, 2025

Cancellation Policy: Cancellation *after* order processing will be at 10% of prevailing rate. Cancellation *after* delivery will be at 50% of prevailing rate.

Late Request: Requests after deadline will be filled as available.

2' wide x 30" high Display Tables

Item #	Item Description	Qty	Discount	Standard	Total
223	4' x 30" ht. Skirted table (4 sides)		\$118.75	\$160.25	
233	6' x 30" ht. Skirted table		\$149.50	\$201.75	
253	8' x 30" ht. Skirted table		\$182.50	\$246.50	
522	4th Side Skirting for 6' & 8' table		\$ 62.50	\$ 84.50	
222	4' x 30" ht. Non-skirted table		\$ 45.25	\$ 61.00	
232	6' x 30" ht. Non-skirted table		\$ 59.75	\$ 80.75	
252	8' x 30" ht. Non-skirted table		\$ 65.75	\$ 88.75	

Circle Lt. Beige (03) Black (04) Royal Blue (06) Navy (07) Burgundy (11) Yellow Gold (08)
Color: Expo Green (10) Plum (19) Seafoam (18) Red (14) Silver (15) White (16)
Choices not indicated will be selected by Genesis Exposition Services.

Additional Tables

Item #	Item Description	Qty	Discount	Standard	Total
206	Pedestal Table - 24" dia. - 30" ht.		\$116.75	\$157.50	
208	Pedestal Table - 24" dia. - 40" ht.		\$123.00	\$166.00	
215	Pedestal Table - 30" dia. - 30" ht.		\$123.00	\$166.00	
216	Pedestal Table - 30" dia. - 40" ht.		\$134.75	\$182.00	
210	Pedestal Table - 36" dia. - 30" ht.		\$134.75	\$182.00	
225	Pedestal Table - 36" dia. - 40" ht.		\$147.50	\$199.25	

Chairs

Item #	Item Description	Qty	Discount	Standard	Total
105	Walnut Arm Chair - Padded		\$ 82.50	\$111.50	
103	Padded Side Chair - Armless		\$ 68.00	\$ 91.75	
101	Plastic Side Chair - Armless		\$ 63.00	\$ 85.00	
131	Padded Stool with Back		\$ 100.75	\$136.00	

Table Top Risers

Item #	Item Description	Qty	Discount	Standard	Total
270	4' Single Step Riser, 12" ht.		\$ 26.75	\$ 36.00	
272	6' Single Step Riser, 12" ht.		\$ 42.00	\$ 56.75	
274	8' Single Step Riser, 12" ht.		\$ 59.75	\$ 80.75	

Tackboard

Item #	Item Description	Qty	Discount	Standard	Total
603	4' x 8' Bulletin Board - Gray		\$115.50	\$156.00	

Circle Orientation: Horizontal Vertical

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**.
All orders are subject to the terms and conditions as outlined on the payment form.

Company Name _____

Phone _____

Street Address _____

Fax _____

City / State / Zip _____

Print Name _____

Email _____

Signature _____ Date _____

2' wide x 40" high Display Counters

Item #	Item Description	Qty	Discount	Standard	Total
229	4' x 40" ht. Skirted counter (4 sides)		\$149.50	\$201.75	
239	6' x 40" ht. Skirted counter		\$178.25	\$240.75	
259	8' x 40" ht. Skirted counter		\$213.25	\$288.00	
530	4th Side Skirtg. for 6' & 8' Counter		\$ 82.50	\$111.50	
228	4' x 40" ht. Non-skirted counter		\$ 59.50	\$ 80.25	
238	6' x 40" ht. Non-skirted counter		\$ 76.00	\$ 102.50	
258	8' x 40" ht. Non-skirted counter		\$ 82.50	\$111.50	

Circle Lt. Beige (03) Black (04) Royal Blue (06) Navy (07) Burgundy (11) Yellow Gold (08)
Color: Expo Green (10) Plum (19) Seafoam (18) Red (14) Silver (15) White (16)
Choices not indicated will be selected by Genesis Exposition Services.

Accessories

Item #	Item Description	Qty	Discount	Standard	Total
401	Wastebasket w/liner		\$ 20.75	\$ 28.00	
407	Easel, tripod		\$ 34.25	\$ 46.25	
413	Coat Rack		\$ 51.75	\$ 69.75	
435	Chrome Stanchion		\$ 64.00	\$ 86.50	
437	Stanchion Chain per ln./ft.		\$ 3.86	\$ 5.25	
439	Retractable Stanchion		\$ 101.50	\$137.00	
409	Bag Stand		\$112.50	\$152.00	
408	Waterfall Stand		\$125.25	\$169.00	
425	Sign Frame, Chrome 22" x 28"		\$125.25	\$169.00	

Special Draping / Skirting

Item #	Item Description	Qty	Discount	Standard	Total
541	3' ht. siderail drapery per ln./ft.		\$ 13.75	\$ 18.50	
543	8' ht. backwall drapery per ln./ft.		\$ 20.25	\$ 27.25	
545	12' ht. backwall drapery per ln./ft.		\$ 27.25	\$ 36.75	
507	30" ht. Skirt (Does not include labor to install)		\$ 76.00	\$ 102.50	
509	40" ht. Skirt (Does not include labor to install)		\$ 96.25	\$130.00	

Circle Lt. Beige (03) Black (04) Royal Blue (06) Navy (07) Burgundy (11) Yellow Gold (08)
Color: Expo Green (10) Plum (19) Seafoam (18) Red (14) Silver (15) White (16)
Choices not indicated will be selected by Genesis Exposition Services.

Subtotal This Form: \$

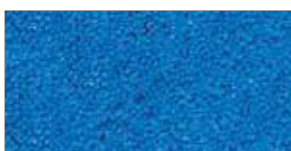
Copy this subtotal to the **Payment Authorization Form**
where **6% SALES TAX** will be calculated.



PREMIUM



Onyx Black (47)



Electric Blue (45)



Flannel (78)



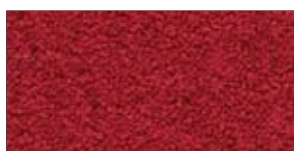
Graphite (74)



Hunter Green (42)



Deep Navy (72)

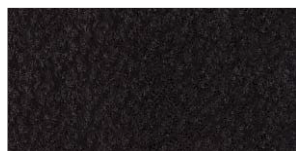


Crimson (46)



Sand (49)

STANDARD



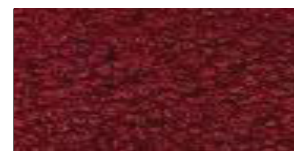
Black (04)



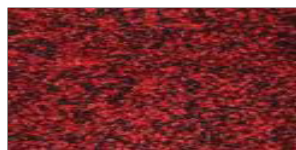
Royal Blue (06)



Blue Jay (92)



Burgundy (11)



Cayenne (93)



Gray (09)



Pepper (91)



Red (14)

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

IDCO #5326-25

Carpet Rental Order Form

Discount Deadline Date: Tuesday, October 21, 2025Cancellation Policy: Cancellation *after* order processing will be at 25% of prevailing rate. Cancellation *after* delivery will be at 50% of prevailing rate.

Late Request: Requests after deadline will be filled as available.

Premium Carpet & Padding Packages

Premium carpet is a 34-ounce carpet that is more luxurious than standard exposition grade carpet. Cut carpet is designed for installation in standard exhibit booths, not for bulk area booths. If complete area carpet is desired, please use the Area Carpet section below to place your order. **Multiples of premium carpet packages will not be provided.**

Item #	Item Description	Select	Discount	Standard	Total
335	10' x 10' Premium Carpet & Pad	<input type="checkbox"/>	\$ 391.00	\$ 528.00	
336	10' x 20' Premium Carpet & Pad	<input type="checkbox"/>	\$ 782.00	\$1,056.00	
337	10' x 30' Premium Carpet & Pad	<input type="checkbox"/>	\$1,173.00	\$1,584.00	
338	10' x 40' Premium Carpet & Pad	<input type="checkbox"/>	\$1,564.00	\$2,112.00	

Circle

Onyx/Black

Electric Blue

Flannel

Graphite

Hunter Green

Deep Navy

Crimson

Sand

Color:

(47)

(45)

(78)

(74)

(42)

(72)

(46)

(49)

Standard Carpet & Padding Packages

Cut carpet is designed for installation in standard exhibit booths, not for bulk area booths. If complete area carpet is desired, please use the Area Carpet section below to place your order. **Multiples of standard carpet packages will not be provided.**

Item #	Item Description	Select	Discount	Standard	Total
309	10' x 10' Standard Carpet & Pad	<input type="checkbox"/>	\$ 296.00	\$ 400.00	
310	10' x 20' Standard Carpet & Pad	<input type="checkbox"/>	\$ 592.00	\$ 800.00	
311	10' x 30' Standard Carpet & Pad	<input type="checkbox"/>	\$ 888.00	\$1,200.00	
312	10' x 40' Standard Carpet & Pad	<input type="checkbox"/>	\$1,184.00	\$1,600.00	

Circle

Black

Royal Blue

Blue Jay

Burgundy

Cayenne

Gray

Pepper

Red

Color:

(04)

(06)

(92)

(11)

(93)

(09)

(91)

(14)

Area Carpet, Padding & Visqueen

Area carpet is custom cut and designed for bulk area spaces. Simply order the total square footage of carpet using the square footage calculation section and select your color.

If you desire additional items, such as borders or inlaid designs, please contact Genesis Exposition Services directly for a detailed quote.

The custom cut carpet price includes trimming, seaming, all necessary taping, drayage, installation and removal.

Item #	Item Description	Square Footage Calculation		Multiply	Discount	Standard	Total
328	Premium Area Carpet	_____ ft. wide x _____ ft. long = _____ sq/ft. total		multiply by rate	\$ 4.57	\$ 6.17	
314	Standard Area Carpet	_____ ft. wide x _____ ft. long = _____ sq/ft. total		multiply by rate	\$ 4.10	\$ 5.54	
350	Padded Area	_____ ft. wide x _____ ft. long = _____ sq/ft. total		multiply by rate	\$ 1.12	\$ 1.51	
360	Plastic Covering Area	_____ ft. wide x _____ ft. long = _____ sq/ft. total		multiply by rate	\$ 0.29	\$ 0.39	

Circle

Premium: Onyx/Black

Electric Blue

Flannel

Graphite

Hunter Green

Deep Navy

Crimson

Sand

Color:

Standard: Black

Royal Blue

Blue Jay

Burgundy

Cayenne

Gray

Pepper

Red

*All Genesis carpet orders include installation prior to your scheduled move-in, removal after the close of the show and material handling.

Subtotal This Form: \$ _____

Copy this subtotal to the **Payment Authorization Form** where **6% SALES TAX** will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**.

All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

IDCO #5326-25

Custom Graphics

Order Form

Discount Deadline Date: Tuesday, October 21, 2025

Cancellation Policy: Cancellation *after* order processing will be at 10% of prevailing rate. Cancellation *after* delivery will be at 100% of prevailing rate.

Late Request: Requests after deadline will be filled as available.

To order your graphics, complete this form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files below. Prices indicated below are based on preparation of sign from customer copy or, if digital, computerized artwork supplied. Additional charges may apply for file conversion, resizing, retouching, cloning or color correcting artwork at \$50 per hour if file is not received print ready.

Digital Graphics

Digital Graphics prices include printing and mounting (from your artwork) on white substraights. Signs other than sizes listed below will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order - \$ 45.00.

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
_____	(861)	7" x 11" Digital Sign - Single Sided.....	\$ 55.25	\$ 83.00	\$ _____
_____	(863)	11" x 14" Digital Sign - Single Sided.....	\$ 61.50	\$ 92.25	\$ _____
_____	(865)	14" x 22" Digital Sign - Single Sided	\$ 73.50	\$ 110.25	\$ _____
_____	(867)	7" x 44" Digital Sign - Single Sided	\$ 73.50	\$ 110.25	\$ _____
_____	(871)	14" x 44" Digital Sign - Single Sided	\$ 104.25	\$ 156.50	\$ _____
_____	(873)	22" x 28" Digital Sign - Single Sided	\$ 110.50	\$ 165.75	\$ _____
_____	(875)	28" x 44" Digital Sign - Single Sided	\$ 129.00	\$ 193.50	\$ _____
_____	(882)	Foamcore _____ x _____ - Single Sided	\$18.50 sq. ft.	\$27.75 sq. ft.	\$ _____
_____	(883)	Sentra _____ x _____ - Single Sided	\$20.00 sq. ft.	\$30.00 sq. ft.	\$ _____
_____	(885)	Banner _____ x _____ - Single Sided (Does not include grommets and/or pole pocket, call for pricing)	\$16.25 sq. ft.	\$24.50 sq. ft.	\$ _____
_____	(827)	Easel back for tabletop size signs	\$11.00	\$16.50	\$ _____
_____	(899)	Double Sided Graphics - Add an additional 75% to Single Sided Cost.....			\$ _____

Guidelines for Submitting Digital Artwork

In order to provide the best possible quality graphics, please provide complete, print-ready digital art files in a PC vector format. Additional requirements listed below.

- Minimum of 100 dpi resolution at full size of actual finished product or 50%.
- Acceptable file software formats - ADOBE - Illustrator, InDesign, and Photoshop
- Acceptable file types: EPS, AI, TIF and JPG
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

Please submit your artwork via <https://genexpo.wetransfer.com>. Please feel free to contact us if you have any questions.

Sign Copy

<div></div>

Enter desired sign copy in box to the left. Please print. Attach a separate form if necessary.

Background Color: _____ Lettering Color: _____

Select Orientation:

- ☐ Vertical
☐ Horizontal

Subtotal This Form: \$ _____

Copy this subtotal to the **Payment Authorization Form** where **6% SALES TAX** will be calculated.

Payment Policy: **Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ **Yes, I have reviewed the Payment Policy and enclosed the Payment Form.**
All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____



POTTED PLANTS



1506 - Ivy - Live, 6" Pot



1502 - Bromeliads



1503 - Chrysanthemums



1505 - Ferns
Floor or Hanging

TROPICAL GREEN PLANTS



Peace Lily
Available sizes:
1507 - 2 - 3 ft. in 8" Pot
1509 - 3 - 4 ft. in 10" Pot



Schefflera
Available sizes:
1507 - 2 - 3 ft. in 8" Pot
1509 - 3 - 4 ft. in 10" Pot



Warneckii
Available sizes:
1507 - 2 - 3 ft. in 8" Pot
1509 - 3 - 4 ft. in 10" Pot



Palm
Available sizes:
1511 - 5 - 6 ft. in 10" Pot
1513 - 6 + ft. in 12" Pot



Ficus
Available sizes:
1511 - 5 - 6 ft. in 10" Pot
1513 - 6 + ft. in 12" Pot



Dracena
Available sizes:
1511 - 5 - 6 ft. in 10" Pot
1513 - 6 + ft. in 12" Pot

FRESH FLORAL ARRANGEMENTS



New Attitude



Beautiful Vibes



Twilight Sky

*Fresh arrangements available in sizes small, medium and large (shown in medium).
Please call for custom arrangement availability and pricing.

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

IDCO #5326-25

Floral Rental Order Form

Discount Deadline Date: Tuesday, October 21, 2025

Cancellation Policy: Cancellation *after* order processing will be at 10% of prevailing rate. Cancellation *after* delivery will be at 75% of prevailing rate.

Late Request: Requests after deadline will be filled as available.

POTTED PLANTS - Indicate Color Selection

		DISCOUNT	STANDARD	COST
Qty. _____	(1506) Ivy - Live, 6" Pot - available in season	\$ 68.00.....	\$ 92.00	_____
Qty. _____	(1502) Bromeliads - Live, available in season	\$ 68.00.....	\$ 92.00	_____
Qty. _____	(1503) Chrysanthemums - Live, White / Yellow	\$ 63.00.....	\$ 85.00	_____
Qty. _____	(1505) Ferns - Live, Floor / Hanging.....	\$ 68.00.....	\$ 92.00	_____

Please indicate color and floor/hanging selections by circling

TROPICAL GREEN PLANTS

		DISCOUNT	STANDARD	COST
Qty. _____	(1507) 2- 3 ft. ht. Tropical - 8" Pot	\$ 84.00.....	\$113.00	_____
Qty. _____	(1509) 3 - 4 ft. ht. Tropical - 10" Pot	\$ 95.00.....	\$128.00	_____

Circle preferred plant type: Peace Lily, Schefflera or Warneckii (See attached brochure)

Qty. _____	(1511) 5 - 6 ft. ht. Tropical - 10" Pot	\$107.00.....	\$145.00	_____
Qty. _____	(1513) 6 ft. + ht. Tropical - 12" Pot	\$163.00.....	\$220.00	_____

Circle preferred plant type: Palm, Ficus or Dracena (See attached brochure)

ALL CONTAINERS FOR TROPICAL GREEN PLANTS WILL BE PROVIDED IN A DARK RATTAN BASKET.

**Please note that if your preferred plant type is not available due to unpredictable supply & demand and/or climate change, you will be provided with one of the other available options in that size range.*

FRESH FLORAL ARRANGEMENTS

Qty. _____	(1516) Small Fresh Floral Arrangement - Approx. 12"w x 8"h	Call for availability & pricing.	_____
Qty. _____	(1517) Medium Fresh Floral Arrangement - Approx. 16"w x 10"h	Call for availability & pricing.	_____
Qty. _____	(1518) Large Fresh Floral Arrangement - Approx. 28"w x 18"h	Call for availability & pricing.	_____

Circle preferred arrangement: New Attitude, Beautiful Vibes, Vibrant Enchantment or Sunrise Artistry (See attached brochure)

**Please note that if your preferred floral arrangement is not available due to unpredictable supply & demand and/or climate change, you will be provided with a comparable option in that size range.*

CUSTOM FRESH FLORAL ARRANGEMENTS - Indicate details below for custom quote

Qty. Requested _____ Approximate Sizing: Width _____" Height: _____"
Colors: _____ Circle Style: Centerpiece or One Sided
Specific Flower Type(s): _____ Addtl. Notes: _____

Subtotal This Form: \$ _____

Copy this subtotal to the **Payment Authorization Form** where **6% SALES TAX** will be calculated.

Payment Policy: **Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ **Yes, I have reviewed the Payment Policy and enclosed the Payment Form.**
All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____
Street Address _____ Fax _____
City / State / Zip _____ Print Name _____
Email _____ Signature _____ Date _____

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

IDCO #5326-25

Cleaning Service Order Form

Discount Deadline Date: Tuesday, October 21, 2025

Cancellation: Cancellation *within 48 hours* of scheduled start will be charged a 1-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing. **Late Request:** Requests after deadline will be filled as available.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisle. All rental carpets ordered from the Genesis Exposition Services are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below.

Booth Vacuuming

All rates are based on the total square footage of your exhibit space. (100 square foot minimum)

Please check preference below:

- ☐ (903) DAILY - Vacuum carpet and empty wastebaskets
before initial opening of exhibit and DAILY thereafter\$.40 per sq. ft. per day
- ☐ (931) DAILY - Over 1000 Sq.Ft.\$.35 per sq. ft. per day
- ☐ (901) ONCE Vacuum carpet and empty wastebaskets ONCE before opening of exhibit\$.47 per sq. ft.

There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, food sampling, landscape, etc.

Additional Services

- ☐ (905) Shampoo Carpet - ONCE before initial opening of exhibit\$ 0.70 per sq. ft.
- ☐ (919) Display Cleaning / wipe down Once before initial opening (4-Hour minimum per day).....\$ 100.00 per hr S/T
or\$ 200.00 per hr O/T
- ☐ (920) Display Cleaning / wipe down Daily (4-Hour minimum per day).....\$ 100.00 per hr S/T
or\$ 200.00 per hr O/T
- ☐ (915) Periodical Porter Service, includes emptying wastebaskets and policing exhibit space
at 2-hour intervals during show hours \$ 400.00 Per day

Please check preference below:

- ☐ DAILY
- ☐ ONCE --- Specify Day: _____ Date: _____
- ☐ OTHER --- Specify Day(s) Date(s) _____

Calculation of Cleaning Services Costs

* Vacuuming: _____ ft. x ft. _____ = _____ sq. ft. (100 sq. ft. min.) x _____ per sq. ft. x _____ days = \$ _____

* Shampooing: _____ ft. x ft. _____ = _____ sq. ft. (100 sq. ft. min.) x _____ per sq. ft. x _____ days = \$ _____

* Display Cleaning: _____ hours (4-Hour minimum per day) x _____ day(s) x \$100.00 per hr. S/T or \$200.00 per hr. O/T= \$ _____

* Porter Service: _____ days x \$400.00 per day _____ = \$ _____

Subtotal This Form:\$ _____

**Please copy this subtotal to the
Payment Authorization Form**

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ **Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**.**
All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

IDCO #5326-25

Install / Dismantle

Display Labor Order Form

Discount Deadline Date: Tuesday, October 21, 2025

Cancellation: Cancellation *within 48 hours* of scheduled start will be charged a 1-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing.
Late Request: Requests after deadline will be filled as available.

Labor Policies, Terms & Conditions

Exhibitors can save time by electing to have Genesis Exposition Services supervise the installation of exhibits prior to the exhibitor's arrival and/or after the exhibitor's departure by completing the Supervision Information Fact Sheet. All Genesis supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared, after the close of the show.

This form is not intended for the ordering of unloading/loading services. For information and cost relative to unloading and reloading your display, please see the Material Handling/Drayage Information and Service Order Form enclosed in this Service Manual.

NOTE: Your company is encouraged to carry insurance covering potential damages or loss associated with your display. Genesis Exposition Services assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by Genesis-provided labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by Genesis labor under Exhibitor's supervision. In any case, the liability of Genesis Exposition Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Straight Time	Monday - Friday, 8:00 a.m. - 5:00 p.m.
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays. In addition, any hours worked on non-published move-in / move-out days will be charged at overtime, with a 5-hour minimum charge.

- There is a 1-hour minimum charge per person ordered, with billing in 1-hour increments thereafter.
- Exhibit representative must check in at the on-site Genesis service desk to pick up labor at their scheduled time, as well as check the labor back in at the service desk upon completion of work (unless Genesis Supervision is ordered).
- Failure to check-in/pick up labor at time requested will result in a 1-hour per person no-show charge.
- Every attempt will be made to provide labor at the time requested, however, start time guaranteed only at start of work day.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

Labor Rates

Item	Item Description	Straight Time	Overtime
1017	Customer Supervised - Install Display Labor	\$100.00 per hr. / per person	\$200.00 per hr. / p.p.
1019	Customer Supervised - Dismantle Display Labor	\$100.00 per hr. / per person	\$200.00 per hr. / p.p.
1016	Genesis Supervised - Install Display Labor (2-person minimum) *Must complete the Supervision Factsheet	\$130.00 per hr. / per person	\$260.00 per hr. / p.p.
1018	Genesis Supervised - Dismantle Display Labor (2-person minimum) *Must complete the Supervision Factsheet	\$130.00 per hr. / per person	\$260.00 per hr. / p.p.

Labor Order & Calculation of Costs

Example

Item #	Date Requested	Day of Week	Time Requested	# of Men Requested	Est. S/T hrs. per man	Est. O/T hrs. per man	Total Hours x Rate (____ # of Men x ____ # of Hrs. = ____ Total Hours x Rate)	Estimated Cost
1017	1/2	Fri.	3 AM	2	2	1	4 Total S/T Hours x \$ 100.00	= \$ 400.00
			PM				2 Total O/T Hours x \$ 200.00	= \$ 400.00
			AM				Total S/T Hours x \$	= \$
			PM				Total O/T Hours x \$	= \$
			AM				Total S/T Hours x \$	= \$
			PM				Total O/T Hours x \$	= \$
			AM				Total S/T Hours x \$	= \$
			PM				Total O/T Hours x \$	= \$
			AM				Total S/T Hours x \$	= \$
			PM				Total O/T Hours x \$	= \$

(If you have more than four labor orders, please use the "Additional Labor Request Form" attached.)

Supervisor will be: _____

Subtotal = \$ _____

Cell Phone: _____

Copy this subtotal to the **Payment Authorization Form**

Payment Policy: **Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ **Yes, I have reviewed the Payment Policy and enclosed the Payment Form.**
 All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

Genesis Supervised Labor Information Factsheet

**Please note that completion of this form is not necessary if someone from your company will be present to supervise your requested labor.*

Only when provided the complete information requested below will we be able to install/dismantle your booth in a timely fashion. Lack of this information may result in costly delays and/or damages to your booth due to improper installation or packing, for which we will not be held responsible. Failure to provide the information requested will result in this order being processed as a *customer supervised* installation/dismantle. *(Copies of this form are acceptable if you have multiple inbound/outbound shipments.)*

Inbound Freight Information

Ship To:

(YOUR COMPANY NAME)

c/o Genesis Exposition Services

10801 Plantside Drive

Louisville, KY 40299

IDCO 2025

(YOUR BOOTH NUMBER)

Must Arrive No Later than:

Thursday, October 30, 2025

☐ Copy of Bill of Lading Attached

Carrier: _____ Ship Date: _____

Shipped By: _____ City & State: _____

Weight: _____ Tracking Number: _____

Number of Pieces: _____ Estimated Arrival Date: _____

Description/Color of Case(s)/Crate(s): _____

****Genesis Warehouse receiving hours are Monday thru Friday between 8AM - 4PM.***

Required Installation / Dismantle Information

☐ Packing List of all materials shipped including crate/case numbers. Also include copies of inbound Bill(s) of Lading if possible.

☐ Complete set-up instructions.

☐ Set-up drawings/pictures, including front view, top view, and side view. If your booth is a bulk area, please provide an overview showing the location of neighboring booths. Also, please include a listing of all graphics and their placement on these diagrams.

☐ Packing instructions for the proper re-packing of all booth properties.

☐ Contact name and 24-hour emergency phone number: _____

☐ All of the above requested Installation / Dismantle information is included within the exhibit shipment.

Outbound Freight Information

T-Force Freight (formerly UPS Freight) is our official show carrier. You may use any carrier of your choice, however you will be responsible to schedule the pick-up. Drivers must be checked in on-site no later than **4:00 P.M. on Wednesday, November 5, 2025**. Any shipments not picked up by **5:00 P.M. on Wednesday, November 5, 2025**, will be re-consigned to T-Force Freight.

CARRIER SCHEDULED: _____ **SCHEDULED PICK-UP DATE & TIME:** _____

Ship To:

Company Name: _____

Address 1: _____

Address 2: _____

City: _____ St: _____ Zip: _____

Attn: _____ Phone: _____

Bill Freight Charges To: *(Complete only if different than ship to address)*

Company Name: _____

Address 1: _____

Address 2: _____

City: _____ St: _____ Zip: _____

Attn: _____ Phone: _____

If any of your outbound shipping information changes, please notify us as soon as possible.

Genesis Exposition Services will not be responsible for shipments shipped out incorrectly.

Booth Number: _____

Company Name _____

Phone _____

Street Address _____

Fax _____

City / State / Zip _____

Print Name _____

Email _____

Signature _____ Date _____

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

IDCO #5326-25

Additional Labor Request Order Form

Discount Deadline Date: Tuesday, October 21, 2025

Cancellation: Cancellation *within 48 hours* of scheduled start will be charged a 1-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing.
Late Request: Requests after deadline will be filled as available.

The Additional Labor Request Order Form is to be used as a continuation of your labor requests from one of the prior labor order forms. For labor codes, pricing, policies, terms and conditions, please refer to the appropriate form. If you require more than twelve labor orders, copies of this form are acceptable.

Labor Order & Calculation of Costs

Example

Item #	Date Requested	Day of Week	Time Requested	# of Men Requested	Est. S/T hrs. per man	Est. O/T hrs. per man	Total Hours x Rate (___ # of Men x ___ # of Hrs. = ___ Total Hours x Rate)	Estimated Cost
1017	1/2	Fri.	3 AM	2	2	1	4 Total S/T Hours x \$ 100.00	= \$ 400.00
			PM				2 Total O/T Hours x \$ 200.00	= \$ 400.00
			AM				Total S/T Hours x \$	= \$
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			PM				Total O/T Hours x \$	= \$
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			AM				Total S/T Hours x \$	= \$
			PM				Total O/T Hours x \$	= \$
			AM				Total S/T Hours x \$	= \$
			PM				Total O/T Hours x \$	= \$
			AM				Total S/T Hours x \$	= \$
			PM				Total O/T Hours x \$	= \$

(If you have more than twelve labor orders, please make copies of this form.)

Supervisor will be: _____

Cell Phone: _____

Subtotal = \$ _____

Copy this subtotal to the **Payment Authorization Form**

Payment Policy: **Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ **Yes, I have reviewed the Payment Policy and enclosed the Payment Form.**
All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

IDCO #5326-25

Material Handling Order Form

Discount Deadline Date: Tuesday, October 21, 2025

Advance Warehouse

Ship To:	Class	Description	Price Per CWT	200# Min.
(YOUR COMPANY NAME) Genesis Exposition Services 10801 Plantside Drive Louisville, KY 40299 IDCO 2025 (YOUR BOOTH NUMBER) <u>Must Arrive Between:</u> October 16 - 30, 2025 <i>*Receiving hours are from 8 AM to 4 PM, Monday - Friday.</i>	A	Crated or skidded shipments via Common Carriers with certified weight tickets.	\$90.00	\$180.00
	B	Shipments via Van Lines or Specialized Carriers such as FedEx, UPS, US Mail, etc.	\$112.50	\$225.00
	C	Shipments requiring Special Handling, i.e. loose, uncrated or late to warehouse	\$135.00	\$270.00

Direct to Show Site

Ship To:	Class	Description	Price Per CWT	200# Min.
(YOUR COMPANY NAME) Louisville Marriott Downtown c/o Genesis Exposition Services 280 W. Jefferson Street Louisville, KY 40202 IDCO 2025 (YOUR BOOTH NUMBER) <u>Target Arrival For:</u> Monday, November 3, 2025 <i>*Receiving hours are from 8 AM to 6 PM</i>	D	Crated or skidded shipments via Common Carriers with certified weight tickets.	\$86.00	\$172.00
	E	Shipments via Van Lines or Specialized Carriers such as FedEx, UPS, US Mail, etc.	\$107.50	\$215.00
	F	Shipments requiring Special Handling, i.e. loose, uncrated or early to site	\$129.00	\$258.00

Material Handling Costs Calculation

Shipments	Class	No. of Pieces	Estimated CWT's	Total Cost
EXAMPLE	D	3	575 lbs. = 6 CWT's x \$86.00 each =	\$516.00
#1				
#2				

(If you have more than two shipments, copies of this form are accepted.)

Subtotal This Form: \$ _____

Copy this subtotal to the **Payment Authorization Form**

Payment Policy: **Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

☐ **Yes, I have reviewed the Payment Policy and enclosed the Payment Form.**
All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299-2419

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

IDCO #5326-25

Material Handling Information Form

Discount Deadline Date: Tuesday, October 21, 2025

MISCELLANEOUS DRAYAGE SERVICES / COST AND GENERAL INFORMATION

SPECIAL SERVICES AND RATES - (2201) Steel banding or (1039) shrink wrap for the packaging of displays and equipment is available at the Genesis Exposition Services service desk for \$.75 per lin. ft. plus (1037) labor at prevailing rates. (702) Fork lifts and drivers are available for particular spotting of equipment within your exhibit space after delivery to your exhibit space at prevailing rates for equipment and labor. Please order this service in advance, see **"Install & Dismantle Labor and In-Booth Forklift w/Operator Order Forms"**. (9997) Mobile equipment will be moved into and out of the exhibit facility for \$ 100.00 per round trip. This service **MUST** be scheduled in advance - PLEASE CALL.

COLLECT SHIPMENTS may be refused or accepted at the option of Genesis Exposition Services. In cases where Genesis Exposition Services elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be made to Genesis Exposition Services within 24 hours. A twenty-five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$100.00 MINIMUM fee will apply to this service.

HAULING TO OR FROM LOCAL FACILITIES - (706) Local delivery/pick-up will be charged at prevailing rates; in addition to appropriate cwt. charges for drayage services rendered.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Genesis Exposition Services, the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a co-ordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements all shipments be channeled through the Official Drayage Contractor.

OUTBOUND SHIPPING INSTRUCTIONS should be given to Genesis Exposition Services at the Service desk during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to Genesis Exposition Services. All bills of lading and shipping instructions covering out-bound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor **WILL NOT** be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitor's materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum of \$ 50.00 per item, and a maximum of \$ 1,000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

EXHIBITS LOSS OR DISAPPEARANCE Genesis Exposition Services and its subcontractors are not, and cannot be, responsible for loss or disappearance of the material of the exhibitor after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by Genesis Exposition Services or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time the shipment(s) will be left unattended in the booth. Genesis Exposition Services and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, Genesis Exposition Services Company and its subcontractors cannot be responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills of lading covering outgoing shipments that are given to Genesis Exposition Services by the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of the packing and the pick up of material from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. Genesis Exposition Services and its subcontractors shall not be responsible of any loss or damage that may occur during such period. Genesis Exposition Services and its subcontractors will adjust the quantities of items on any bill of lading submitted to Genesis Exposition Services or its subcontractors to conform to the actual count of such items in the booth at the time of pick-up and shipment.

DISPUTES In the event of any dispute between an Exhibitor and Genesis Exposition Services relative to any loss of or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to Genesis Exposition Services for any services provided by Genesis Exposition Services as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay Genesis Exposition Services within thirty days from the close of the exhibition to which Exhibitor's shipment(s) relates for all service, and such Exhibitor shall pursue any claim against Genesis Exposition Services independently as a completely separate transaction to be resolved on its own merits. No claims for loss or damage will be considered until payment in full for all services performed by Genesis Exposition Services has been received.

INSURANCE Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, theft and all hazards from the time shipment is made prior to the show until shipments are returned after the show.

Payment Policy: **Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.



Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**.

All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

ADVANCED WAREHOUSE ONLY

Must Arrive Between: October 16 - 30, 2025

To:

Genesis Exposition Services
10801 Plantside Drive
Louisville, KY 40299
Attn: IDCO 2025

Booth # _____

_____ **of** _____ **total pieces**

RUSH

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10801 Plantside Drive
Louisville, KY 40299
Attn: IDCO 2025

Booth # _____

_____ **of** _____ **total pieces**

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

Direct to Show Site

Target Arrival for: Monday, November 3, 2025

To:

**Louisville Marriott Downtown
c/o Genesis Exposition Services
280 W. Jefferson Street
Louisville, KY 40202
Attn: IDCO 2025**

Booth # _____ **#** _____ **of** _____ **total pieces**

RUSH

CONVENTION EXHIBIT MATERIAL

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Direct to Show Site

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**Louisville Marriott Downtown
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280 W. Jefferson Street
Louisville, KY 40202
Attn: IDCO 2025**

Booth # _____ **#** _____ **of** _____ **total pieces**