



1147 S White River Pkwy E Drive
 Indianapolis, IN 46225
 Phone: 317.635.9606
 Fax: 317.634.0993
 email: Indianapolis@fernexpo.com

Indiana Flower + Patio Show 2018

March 10- 18, 2018

Ind. State Fairgrounds-Expo Hall & West Pavilion, Indianapolis IN
 03-00083-18

Discount Deadline:
February 23, 2018

Booth Equipment:

- 8'h Black Back Drape
- 3'h Black Side Drape
- 1 (one) Company I.D. Sign
- 1 (one) 500watt Electrical Service per 10' Space

Move-in Dates & Times

Wednesday, March 07, 2018	9:00 AM - 8:00 PM
Thursday, March 08, 2018	9:00 AM - 8:00 PM
Friday, March 09, 2018	9:00 AM - 12:00 PM

IMPORTANT INFORMATION REGARDING SHOW SITE DELIVERIES

All shipments sent to show site must be consigned to Fern or your materials may not be delivered to your booth. Please label all show site materials as follows:

TO: Exhibiting Company Name **c/o FERN**
 Indiana State Fairgrounds
 1202 E. 38th St.
 Indianapolis, IN 46205 Indiana Flower & Patio Show
 Booth #

*Please refer to the Material Handling form for rates associated with material unloading. Exhibitors are responsible for these charges.

PLEASE NOTE

ABSOLUTELY NO DRIVING IN THE BUILDINGS AFTER 12:00pm THURSDAY, MARCH 8TH.

Show Dates & Times

Saturday, March 10, 2018	10:00 AM - 9:00 PM
Sunday, March 11, 2018	10:00 AM - 5:00 PM
Monday, March 12, 2018	11:00 AM - 9:00 PM
Tuesday, March 13, 2018	11:00 AM - 9:00 PM
Wednesday, March 14, 2018	11:00 AM - 9:00 PM
Thursday, March 15, 2018	11:00 AM - 9:00 PM
Friday, March 16, 2018	11:00 AM - 9:00 PM
Saturday, March 17, 2018	10:00 AM - 9:00 PM
Sunday, March 18, 2018	10:00 AM - 5:00 PM

Electric & Internet

If you're in need of higher electrical service than what is provided, or internet services, please contact Ermco @ 317.517.0946, or send completed forms directly to Ermco to avoid any delays in your service being installed.

Move-out Dates & Times

Sunday, March 18, 2018	5:00 PM - 9:00 PM
Monday, March 19, 2018	7:00 AM - 3:00 PM

Advance Warehouse Shipments

Must Arrive Between: Feb. 20-March 2, 2018

Show Site Shipments

Cannot Arrive Before: Wednesday, March 07, 2018

Carriers must be checked in at event site for move-out by:

Monday, March 19, 2018	12:00 PM
------------------------	----------

About this Exhibitor Kit

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 Fern forms, you may find forms enclosed for services performed by the facility or other suppliers. Please give special attention to see that forms and payments are directed to the address indicated on each order form. Some services may not be provided by Fern.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed in this Exhibitor Service Manual (ESM), please contact our Exhibitor Services Department.

We look forward to serving you.

Ways to order:

ONLINE*

Login & Place Orders:
oe.fernexpo.com

FAX*

Send completed forms to:
 Fax: 317.634.0993

MAIL

Send completed forms to:
 Fern
 1147 S White River Pkwy E Drive
 Indianapolis, IN 46225

*Credit Card Transactions Only

show information

012717-111937