

EXHIBIT 4.1

Rules and Regulations Lexington Center Corporation (LCC)

In order to assist our users, the following list of Rules & Regulations is provided to answer the most frequent inquiries regarding the CORPORATION's policies:

General Information

CORPORATION is a non-smoking facility. With approval of the CORPORATION in writing, an area may be designated as a smoking area for private events.

There is no "guarantee of" free parking in lots owned and operated by CORPORATION.

A five-percent (5%) convenience fee will be added to deposits and settlement charges paid by credit card.

LICENSEE (or exhibitor) is responsible for the security of items in meeting rooms and exhibit areas. CORPORATION shall not be responsible for damage or loss of property.

The use or distribution of helium filled balloons is prohibited without prior approval. Approval would require a signed waiver of responsibility for costs associated with removal of said inflatables. Other common event decorations that require advance authorization include but are not limited to candles, glitter and confetti. Additional fees may be incurred for cleanup of these items.

Attachment of signs, display materials, decorations, etc. to wall surface, windows, lecterns or drapery is prohibited.

The hanging of signs and banners from ceilings must be approved and installed by CORPORATION personnel only as an Ancillary Service.

Pets are prohibited with the exception of those authorized by CORPORATION due to the nature of the event, or guide, signal and service animals.

Exhibits using water features (i.e. fountains, hot tubs) are prohibited in carpeted areas.

Food and Beverage

The sale, service, or distribution of food or beverage products is an activity that is restricted to those licensed by the CORPORATION. This includes, but is not restricted to, food/beverage items used as traffic promoters in trade shows such as coffee, popcorn, sodas, bottled water, bar service, etc.

Trade Show vendors may request authorization to sample food items specific to their business by submitting the Food Sampling Authorization form to CORPORATION prior to the event. Vendors requesting permission to sell food items must submit the Food Sale and Distribution Authorization form for CORPORATION approval. Should approval be granted these vendors are subject to a \$50/day food vendor fee.

The Lexington – Fayette County Health Department may have additional requirements for exhibitors that are serving any food products. Please contact the local representative, Skip Castleman, at 859-899-4277 for compliance information.

Food preparation is not permitted in carpeted areas.

Possession, distribution and consumption of alcoholic beverages is prohibited except through properly authorized vendors. CORPORATION, at its discretion, may require full payment of estimated host bar costs one week prior to event.

Events seeking an alcohol sponsor must discuss this in advance with their Sales or Event Manager to ensure steps are taken to adhere to KRS statutes governing the sale of alcohol.

As stipulated by KRS Statute 243.036, the auction of any alcoholic beverage requires a temporary permit issued by the Alcohol Beverage Control Board. The application process takes 30-45 days to complete. A permit must be presented in order for the item to be sold. For further details and the application, please contact the ABC Board at 859.258.3796.

Fire and Safety Regulations

This Facility is located in a School Zone as defined by the Gun Free School Zone Act 18 U.S.C. adopted November 29, 1990 (the Act). All persons are prohibited from possessing firearms on the premises unless such possession is authorized by exceptions listed in the Act **or as authorized by the Commonwealth of Kentucky**. Licensor also reserves the right to restrict or prohibit possession of other weapons such as knives and other dangerous weapons.

All exit doors must be fully operable and unobstructed during all times of occupancy. Exit signs shall remain illuminated and fully visible.

Use of the Facilities for a trade show or public exhibit purposes requires a detailed floor plan depicting the intended use of the area. Floor plan will be submitted to the CORPORATION for review and approval by the Center and local fire marshal where appropriate. Displays located in corridors shall be located to one side leaving an eight foot wide clear walking path. Approval of plans shall be obtained prior to sale or allocation of space to potential exhibitors.

Rigging plans must be submitted for approval for events that require equipment in excess of 100 lbs. to be suspended from the ceiling. Rigging of AV equipment and/or production equipment must be performed by CORPORATION staff or its authorized representatives as an Ancillary Service.

Any use of open flames or smoke generating substances or equipment must receive prior approval.

All decorations and construction materials must be non-combustible or flame retardant (documentation is required). This includes, but is not limited to, organic decorations such as mulch, hay bales, etc.

Electrical devices must be installed, operated, and maintained in accordance with manufacturers' intended use and applicable codes. In any case, electrical devices that create a hazard to life or property are not permitted.

Internal combustion equipment and motor vehicles may be displayed under the following conditions:

- Fuel supply limited to that necessary for installation and removal of equipment.
- Fuel tanks must have pressure released by removing fuel cap after vehicle has reached display position, and then the fuel cap must be locked or sealed.
- Electrical power supply must be disconnected.
- Keys must be removed from ignition and will be retained at CORPORATION Security Headquarters.
- Motor vehicles are prohibited in carpeted areas, unless under the direction of CORPORATION management, to take precautions for protection of CORPORATION property.
- Any use of motorized vehicle in the Facilities is subject to prior approval of the CORPORATION. Use of motorized vehicles during public occupancy of Facility is prohibited.

A maximum of two 20' x 20' tents are allowed per 15,000 square feet of space rented with the following conditions:

- Tents must be non-combustible and flame-proof.
- Tents must be open on all four sides.
- If more than one tent, tents must be spaced at least 20 feet apart.
- No open flames permitted in tents.
- Each tent must be equipped with Type ABC fire extinguisher.
- Exhibitor personnel must occupy tent during show hours.
- Electrical service must be turned off at the conclusion of each show day.

The use, display, or storage of flammable liquids, including LP gas, is prohibited except as authorized by local and state fire regulations. Complying vendors using propane for the purpose of authorized food preparation are subject to the following limitations:

- Compressed gas cylinders must be firmly secured in an upright position.
- Propane storage tanks may be no larger than 5 pounds per booth.
- Booths using propane shall be located no closer than 100 feet apart.
- Additional propane tanks must be stored outside of the building.
- Food preparation is not permitted in carpeted areas.

Lexington Center Corporation's rules and regulations state that **PETS ARE PROHIBITED**. Only animals authorized by LCC due to the nature of the event, or guide, signal or service animals are permitted in the building. Without proper documentation, your animal must be removed from the facility. Not doing so places the event promoter in breach of contract.

In accordance with Section 14.97 of the Municipal Code of the LFUCG, the Lexington Center Corporation/Opera House is a smoke-free facility. Additionally, LCC prohibits the use of E-cigarettes inside its facilities. With approval of the CORPORATION in writing, an area may be designated as a smoking area for private events.

Dog Care Options:

DOGTOWN LLC

Phone: 859-252-DOGS(3647)

Email: dogtown.llc@gmail.com

Hours: Monday-Friday 7a-6p

Saturday-Sunday 9-11am, 5-7pm

1026 Manchester Street

Lexington, KY 40508

UPTOWN HOUNDS

Phone: 255-BARK (2275)

Email: reception@UptownHounds.com

Hours: Monday-Saturday 10a-7p

Sunday 12p-7p

466 Angliana Avenue

Lexington, KY 40508

PET SUITES

Phone: 859-543-0400

Hours: 7a-8p 7 days a week

2057 Bryant Road

Lexington, KY 40509

MASTERSON ANIMAL CLINIC

Phone: 859-389-8387

Hours: Monday-Friday 8a-12p and 2p – 6p

Saturday 9a – noon

Sunday 5:30p – 6p

1490 Leestown Rd.

Lexington KY 40511



430 W. VINE STREET LEXINGTON, KY. 40507
 PH: (859) 233-4567 X 3781 FAX: (859) 254-8151

MAILING ADDRESS:
LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567 X 3780

FURNITURE RENTAL ORDER FORM

NATIONAL NEUROTRAUMA SOCIETY SYMPOSIUM
JUNE 26-29, 2016
THE LEXINGTON CONVENTION CENTER

DISPLAY TABLES (Wooden Tops):		TABLES W/ SKIRTING*		TABLES ONLY		
STANDARD HEIGHT	QTY	ADVANCE	FLOOR	ADVANCE	FLOOR	AMOUNT
4' X 2' X 24" High	_____	\$50.50	\$61.50	\$23.00	\$28.00	\$ _____
6' X 2' X 24" High	_____	56.50	69.50	27.50	32.00	_____
8' x 2 1/2' x 30" High	_____	66.50	82.00	31.00	37.00	_____
COUNTER HEIGHT						
4' X 2' X 42" High	_____	61.50	71.50	27.50	32.00	_____
6' X 2' X 42" High	_____	69.50	79.50	32.50	35.50	_____
8' x 2 1/2' x 42" High	_____	84.00	93.00	36.00	44.50	_____
*Skirting is around 3 sides and includes white vinyl table cover.						
Skirting around 4th side		_____	28.00	33.50		

SKIRTING COLORS: Please CIRCLE the color of skirting preferred:

blue, white, red, black, gold, teal green, kelly green, hunter green, plum, maroon, silver and navy.

BOOTH EQUIPMENT:	QTY	ADVANCE	FLOOR	
Padded Fiberglass Chair	_____	\$22.50	\$27.00.....	\$ _____
Padded 30" High Stool	_____	36.50	42.00.....	_____
Gray Walnut Arm Chair	_____	36.50	42.00.....	_____
Rectangular Coffee Table	_____	36.50	42.00.....	_____
Round Coffee Table	_____	36.50	42.00.....	_____
Samsonite Folding Chair	_____	9.00	11.50.....	_____
30" Round Cocktail table-13"	_____	36.50	42.00.....	_____
30" Round Cocktail table-30"	_____	36.50	42.00.....	_____
30" Round Cocktail table-42"	_____	36.50	42.00.....	_____
Wastebasket	_____	12.50	15.00.....	_____
Floor Easel, Tripod	_____	16.50	21.00.....	_____
Chrome Stanchion	_____	16.50	21.00.....	_____
Rope (7')	_____	9.00/Ft.	10.00/Ft.....	_____
4' x 8' Poster Boards/ Pegboards	_____	61.00	71.50.....	_____
Shopping Bag Holder	_____	61.00	71.50.....	_____
Literature Rack	_____	61.00	71.50.....	_____

SPECIAL BOOTH DRAPERY:	QTY	ADVANCE	FLOOR	
8' High Drape	_____ Lin Ft.	\$10.50 Lin Ft.	\$12.00 Lin Ft.....	\$ _____
3' High Drape	_____ Lin Ft.	9.00 Lin Ft.	11.00 Lin Ft.....	\$ _____
Please <u>CIRCLE</u> Color Choice of 3' and 8' High Drape Blue, Gold, White, Red, Teal green, Black, Silver gray, Maroon, Plum, Hunter green				
12' High Drape	_____ Lin Ft.	11.50 Lin Ft.	14.50 Lin Ft.....	\$ _____
Please <u>CIRCLE</u> Color Choice of 12' High Drape Blue, Silver Gray, Black, Red, Gold, White, Plum, Hunter green, and Maroon				

***PLEASE NOTE: If no table skirting or drapery color is specified, show colors will be used.**

NOTICE
PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY JUNE 20, 2016. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. MAKE CHECKS PAYABLE TO LEXPO EXPOSITION SERVICES.

ALL Prices Includes Sales Tax

TOTAL \$ _____

FIRM NAME _____ PHONE () _____ FAX # () _____ BOOTH# _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ Date _____

Signature

Please print

#1 A-2000



430 W. VINE STREET LEXINGTON, KY. 40507
 PH: 859-233-4567 X 3781 FAX: 859-254-8151

MAILING ADDRESS:
LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KENTUCKY 40507
859-233-4567 X 3780

ELECTRICAL SERVICE ORDER FORM

**NATIONAL NEUROTRAUMA SOCIETY
 SYMPOSIUM
 JUNE 26-29, 2016
 THE LEXINGTON CONVENTION CENTER**

IMPORTANT CONDITIONS AND REGULATIONS

1. Use care in ordering power and know the requirements of your equipment. Insufficient wattage will result in blown fuses. Electrical service will be discontinued until load is reduced or proper wattage added. Additional charges will be made for changes and additions.
2. All equipment, regardless of power source, must comply with all Federal, State and local safety codes.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, machinery horsepower etc. Exhibitor is responsible to provide cable from to power source. All temporary power connections must be in compliance with the National Electrical Code of 1999.
4. All material and equipment furnished by Lexington Center for this service shall remain the property of Lexington Center.
5. All exhibitor's cords must be the 3-wired grounded type. All exposed non-current carrying metal parts of fixed equipment which are likely to be energized shall be grounded.
6. Rates quoted for all connections cover only the bringing of service to rear of booth on the most convenient manner.
7. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.

AVAILABLE SERVICES OFFERED

120 VOLT, AC, SINGLE PHASE, 60 CYCLE, 208 VOLT, AC, SINGLE AND THREE PHASE. 60 CYCLE, 480 VOLT, AC, THREE PHASE, 60 CYCLE (QUOTE BASIS)

QTY	DESCRIPTION	ADVANCE	FLOOR	AMT.
___	10 AMP 120V DOUBLE OUTLET	\$58.00	\$75.00	\$ ___
___	15 AMP 120V DOUBLE OUTLET	\$66.00	\$83.00	\$ ___
___	20 AMP 120V DOUBLE OUTLET	\$76.00	\$91.00	\$ ___
___	10 AMP 208 VOLT _____ PHASE	\$113.00	\$157.00	\$ ___
___	15 AMP 208 VOLT _____ PHASE	\$133.00	\$186.00	\$ ___
___	20 AMP 208 VOLT _____ PHASE	\$153.00	\$197.00	\$ ___
___	30 AMP 208 VOLT _____ PHASE	\$173.00	\$217.00	\$ ___
___	40 AMP 208 VOLT _____ PHASE	\$193.00	\$237.00	\$ ___

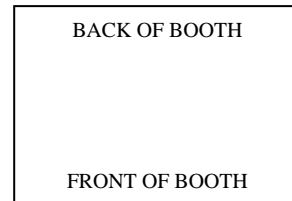
PRICES INCLUDE HOOKUP AND DISCONNECT OF CUSTOMER'S (LARGER SERVICE AVAILABLE ON QUOTE BASIS)

QUOTE: _____

QTY	ACCESSORIES	ADVANCE	FLOOR	AMT.
___	300W SPOTLIGHT W/POWER & POLE	\$80.00	\$95.00	\$ ___
___	3-OUTLET ADAPTER	\$17.00	\$20.00	\$ ___
___	EXTENSION CORDS (UP TO 25')	\$29.00	\$36.00	\$ ___
___	POWERSTRIP	\$24.00	\$30.00	\$ ___
___	ORANGE ELECTRICAL AISLE PAD	\$16.00	\$16.00	\$ ___

SPECIAL ORDERS ONLY

INDICATE IN THE SPACE PROVIDED THE DESIRED LOCATION OF SPOTLIGHTS AND SPECIAL DIRECT WIRING CONNECTIONS.



NOTICE
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TOTAL ORDER \$ _____

FIRM NAME _____ PHONE() _____ FAX # _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ DATE _____
 SIGNATURE _____ PLEASE PRINT _____ #1 A-2000



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CARPET RENTAL ORDER FORM

**NATIONAL NEUROTRAUMA SOCIETY
 SYMPOSIUM
 JUNE 26-29, 2016
 THE LEXINGTON CONVENTION CENTER**

STANDARD EXHIBIT BOOTH CARPET

CHECK ONE	ADVANCE	FLOOR
<input type="checkbox"/> 9 Ft. x 10 Ft.	\$84.00	\$104.00
<input type="checkbox"/> 9 Ft. x 20 Ft.	\$152.00	\$186.00
<input type="checkbox"/> 9 Ft. x 30 Ft.	\$218.00	\$269.00
<input type="checkbox"/> 9 Ft. x 40 Ft.	\$284.00	\$354.00

COMPLETE EXHIBIT AREA CARPET

PLEASE COMPLETE	ADVANCE	FLOOR
_____ Ft. (LENGTH)	\$3.60	\$3.90
X _____ Ft. (Width)		
= _____ (TOTAL SQ. FT.)	X _____ (ABOVE RATE)	= _____ (RENTAL COST)

CHECK COLOR DESIRED FOR CARPET:

____ BLUE ____ SILVER/GREY ____ RED ____ BLACK ____ BLACK TUXEDO

PADDING-PROTECTIVE PLASTIC COVERING-TAPE

Padding Area Size _____ FT x _____ FT = _____ SQ FT at .75/sq. ft. = \$ _____
 (Length) (Width) (Total Square Feet) (Rental Cost)

Plastic Covering Area _____ FT x _____ FT = _____ SQ FT at .36/sq. ft. = \$ _____
 (Length) (Width) (Total Square Feet) (Rental Cost)

Carpet Tape Roll _____ Quantity at \$23.00 each. = \$ _____

NOTICE
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 WILL APPLY TO ALL ORDERS NOT RECEIVED BY JUNE 20, 2016.
 ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER.
 MAKE CHECKS PAYABLE TO LEXPO EXPOSITION SERVICES.

ALL PRICES INCLUDE KY SALES TAX

TOTAL ORDER \$

BUSINESS NAME _____ PHONE () _____ FAX () _____

ADDRESS _____ CITY AND STATE _____ ZIP _____

BY _____ NAME _____ DATE _____
 Signature Please Print #2 B-2000



SPECIAL BOOTH CLEANING SERVICE ORDER FORM

MAILING ADDRESS:
 LEXPO EXPOSITION SERVICES
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780

**NATIONAL NEUROTRAUMA SOCIETY
 SYMPOSIUM
 JUNE 26-29, 2016
 THE LEXINGTON CONVENTION CENTER**

Maintenance of individual booth areas is the exhibitor's responsibility. Individual cleaning for your booth may be ordered by checking the services desired that are listed below; the charges are based upon the gross exhibit booth area. Maintenance personnel are not permitted to enter your booth area without the authorization to clean your booth area.

CARPET CLEANING

AMOUNT

Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly.
 _____ (Quantity) 9' x 10' Booths at .41cents per square ft. per day \$ _____

Vacuuming once before initial opening of Exhibit
 _____ (Quantity) 9' x 10' Booths at .46cents per square ft. per day \$ _____

Note: Waste baskets must be placed outside your booth area for emptying.

Detail special instructions _____

TOTAL ORDER \$ _____

NOTICE
 PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED JUNE 20, 2016. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER.
 MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES

Firm Name _____ Phone () _____ Fax # _____

Address _____ City and State _____ Zip _____

By _____ Name _____ Date _____
 Signature Please Print BC #2 B-2000



AUDIO-VISUAL ORDER FORM

MAILING ADDRESS:
 LEXPO EXPOSITION SERVICES
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780

NATIONAL NEUROTRAUMA SOCIETY SYMPOSIUM
JUNE 26-29, 2016
THE LEXINGTON CONVENTION CENTER

RATES QUOTED ARE PER DEVICE PER DAY

COMPUTER MONITORS OR LAPTOPS

CALL FOR QUOTE!

RIGGING

CALL FOR QUOTE!

AV EQUIPMENT

QTY.

- _____ VHS Player / VCR.....
- _____ VGA Cable.....
- _____ TV on Cart
- _____ Projector.....
- _____ 32" LCD Screen.....
- _____ DVD Player.....
- _____ Plasma TV - 40" or 50".....
- _____ 19" Confidence Monitor
- _____ Blue Ray Player.....
- _____ + More.....

CALL FOR QUOTE!

RATES DO NOT INCLUDE ELECTRICAL SERVICE FOR EQUIPMENT OR LABOR

The audio/visuals will be picked up at the close of the show. If you move out before these items are picked up, it is your responsibility to contact the Service Desk and make arrangements to return them. The exhibitor is responsible for the replacement cost for items not returned or missing.

NOTICE
 PAYMENT IN FULL MUST ACCOMPANY ORDER.
 ORDERS PLACED AT SERVICE DESK MUST BE PAID AT
 TIME OF ORDER.
 MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION
 SERVICES.

ALL PRICES INCLUDE KY. SALES TAX

TOTAL ORDER \$ _____

FIRM NAME _____ PHONE () _____ FAX #() _____ BOOTH # _____

ADDRESS _____ CITY & STATE _____ ZIP _____

BY _____ NAME _____ DATE _____
 Signature Please Print #1-AV-2000



430 W. VINE STREET LEXINGTON, KY. 40507
PH: 859-233-4567 X 3781 FAX: 859-254-8151

SHIPPING INSTRUCTION AND FREIGHT SERVICE ORDER FORM

MAILING ADDRESS:
LEXPO EXPOSITION SERVICES
430 WEST VINE STREET
LEXINGTON, KY 40507
859-233-4567 X 3780

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SYMPOSIUM
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FREIGHT HANDLING (Advance Receiving at Warehouse):

LEXPO EXPOSITION SERVICES will furnish the following services:
CRATED. \$33.00 CWT

1. Receive and store shipments up to four weeks prior to show opening.
2. Deliver all exhibit material to aisle adjacent to proper exhibit space on installation day. After placement of materials, LEXPO Exposition Services will not be responsible for condition, count or content before it is picked up for reloading.
3. Furnish storage labels and remove empty containers and hold for duration of show.
4. Return empty containers to booth at conclusion of show.
5. Provide shipping labels and bills of lading for your outbound shipments.
6. Remove exhibit material from booth area and arrange for loading on carrier.

NOTE: Bills of lading are to be completed by your show personnel and return to the service desk.

1. All shipments must be prepaid. Collect shipments will not be accepted.
2. Shipments will only be accepted between 8:30 a.m.- 4:00 p.m. Monday-Friday
3. Please forward this form and any other documentation regarding shipment to the letterhead address above. This will enable us to trace shipment if necessary.
4. All material should be shipped to arrive not later than one week prior to initial installation date:

NO LIABILITY WILL BE ASSUMED AS A RESULT OF ROUTING OR HANDLING FOR SHIPMENTS LEFT FOR WHICH NO DISPOSITION IS PROVIDED. LEXPO EXPOSITION SERVICES SHALL BE THE SOLE AUTHORITY ON ALL MATTERS IN THE DOCK AREA. THIS SHALL INCLUDE BUT NOT BE CONFINED TO SUCH ITEMS AS ASSIGNMENT OF DOCK SPACE AND LOADING AND UNLOADING OF ALL MATERIALS AND EQUIPMENT.

PAYMENT OF INVOICES FOR LABOR AND FREIGHT HANDLING MUST BE ARRANGED FOR PRIOR TO CLOSE OF SHOW.

RATES FOR SERVICES:

- A. There will be a minimum charge of \$39.50 per delivery on shipments totaling less than 100 lbs.
- B. Storage Fee for those exhibitors bringing in their own displays vs. advance receiving at warehouse and desiring on-site storage of empty cases, containers, and cartons, there will be a \$38.00 charge per piece.
- C. Banding is available for .85cents per foot plus minimum charge of \$44.50 per hour.
- D. Maximum 8,000 lbs. per piece shipped in advance.

All weights rounded up to the NEXT ONE HUNDRED

Crated: _____ lbs. ÷ 100 x \$33.00 = \$ _____

Minimum (100 lbs.):
_____ shipments x \$39.50 = \$ _____

Banding:
_____ feet x .85cents + \$43.50/hr. = \$ _____

TOTAL ENCLOSED \$

SHIPPING RECEIVING & PICK UP ADDRESS:

LEXPO EXPOSITION SERVICES
"SHOW NAME, BUSINESS NAME AND BOOTH #"
430 WEST VINE STREET
MANCHESTER STREET, DOCK DOOR #8
LEXINGTON, KY 40507

LEXPO PICK UP & DELIVERY HRS: M-F 8:30AM-4:00PM EST.

TRACING INFORMATION

Shipped Via: _____

Approx. Weight _____ No. of Pieces: _____

Date Shipped: _____

Firm Name _____ Phone () _____ FAX # () _____ Booth # _____

Address _____ City and State _____ Zip _____

By _____ Name _____ Date _____

Signature

Please Print

#1 A-2000



430 W. VINE STREET, LEXINGTON, KY. 40507
 (859) 233-4567 X 3781 FAX: (859) 254-8151

PLANT RENTAL ORDER FORM

MAILING ADDRESS:
 LEXPO EXPOSITION SERVICES
 430 WEST VINE STREET
 LEXINGTON, KENTUCKY 40507
 859-233-4567 X 3780

**NATIONAL NEUROTRAUMA SOCIETY
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
_____	4 to 6 in. Tall Potted Plant. (table size complete in wicker basket)	PLEASE CALL FOR A QUOTE!	\$ _____
_____	18 to 24 in. Tall Potted Plant. (table size complete in wicker basket)		\$ _____
_____	24 to 30 in. Tall Potted Plant. (floor size complete in wicker basket)		\$ _____
_____	3 to 4 ft. Tall Tree (complete in wicker basket)		\$ _____
_____	4 to 6 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	6 to 8 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	8 to 10 ft. Tall Tree. (complete in wicker basket)		\$ _____
_____	10 to 12 In. Potted ferns (nice and full)		\$ _____
_____	Blooming Plants. (potted mums and seasonal plants)		\$ _____
_____	Fresh Cut Flower Arrangements	\$ _____	

The plants will be picked up at the close of the show. If you move out before these items are picked up, it is your responsibility to contact the service desk and make arrangements to return them. The exhibitor is responsible for the replacement cost of items not returned or missing.

***A delivery and pick-up fee of \$50.00 will be added to all plant orders.**

TOTAL ORDER \$ _____

ALL PRICES INCLUDE KY SALES TAX

PLANT SELECTION SUBJECT TO AVAILABILITY

NOTICE
 PAYMENT IN FULL MUST ACCOMPANY ORDER. FLOOR RATES WILL APPLY TO ALL ORDERS NOT RECEIVED BY JUNE 20, 2016.
 ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER.
 MAKE CHECKS PAYABLE TO: LEXPO EXPOSITION SERVICES.

FIRM NAME	PHONE ()	FAX #
ADDRESS	CITY AND STATE	ZIP
BY	NAME	DATE
Signature	Please Print	#1 A-2000



430 W. VINE STREET, LEXINGTON, KY. 40507
(859) 233-4567 X 3781 FAX: (859) 254-8151

LEXPO
EXPOSITION SERVICES
430 WEST VINE STREET
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NATIONAL NEUROTRAUMA SOCIETY
SYMPOSIUM
JUNE 26-29, 2016
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NO THANK YOU

We have reviewed the attached order forms but **DO NOT** need services or materials from the LEXPO Exposition Services for this event. Should our requirements change, we understand that we can order equipment and service at the show, at the prevailing floor order prices, and orders placed at Service Desk must be paid at time of order.

Our Company Name _____

Our Booth Number is _____

(Please return this form promptly so that you will not receive follow up communications)

Firm Name _____ Phone () _____ FAX # _____

Address _____ City And State _____ Zip _____

By _____ Name _____ Date _____

Signature

Please Print

TY