

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

April 16, 2023



Indiana State Fairgrounds

Venue Location:

Indiana State Fairgrounds: 1202 East 38th Street, Indianapolis, IN 46205

General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable. **With the exception of ACS promotional booths to cover the lecture booths/dance booths.**
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are permitted to hand carry merchandise through the front doors during move-in or move-out.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- For security purposes, at least one member of your company should be present at these times; especially during move in and move out. American Consumer Shows personnel will be available during all set-up and show hours at the Information Booth.
- Stage performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8' high back curtain and two 3' high side curtains (curtains will be omitted from open corners). Placement of curtains may vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (deadlines apply).
- Exhibitors may ship their contents to the decorator's warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

Event Time Table:

Move-In

Saturday, April 15, 2023

12:00 PM - 4:00 PM

Sunday, April 16, 2023

8:00 AM – 11:30 AM

Show Hours

Sunday, April 16, 2023

12:30 PM – 5:00 PM

Move-Out

Sunday, April 16, 2023

5:00 PM – 8:00 PM

Move-Out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

Facility Details:

- Agriculture Horticulture Building.
- Load-in door dimensions are 16' High x 22' Wide.
- The ceiling height is 16' High.
- This facility is not equipped with loading docks.
- The facility flooring is concrete.
- Exhibitors that are carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) – *DO NOT USE DUCT TAPE ON THE FLOOR.*
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All covered booths must have a certificate of fire retardancy, 5 lb fire extinguisher and smoke detector.

Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for vehicle display space must adhere to the following safety rules:

- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed one-quarter of a tank or 5 Gallons. Whichever is less.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours. Keys must remain with Show Management for the duration of the show.
- Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.
- A drip pan and tarp must be placed under the vehicle(s) in order to protect the floor in the event of a fluid leak.
- All vehicles must be cleaned of excessive dirt, snow or water prior to being placed on the show floor.

Oversized Displays:

If your exhibit is an actual trailer, vehicle or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

Sampling Requirements:

Exhibitors who have arranged to sample cake, food or beverages at the show must adhere to the following rules:

- Food samples are limited to (3) ounces or "bite size"
- Non-alcoholic beverages are limited to 4 ounces, served in plastic cups. No cans or bottles permitted.
- Samples must be provided at no charge.
- **Alcohol sampling is prohibited at this event.**
- No propane or gas permitted in the facility.
- Each sampling exhibitor must submit an application for food & beverage sampling to the Indiana Fairgrounds (Attached with kit).
- Each sampling exhibitor must submit an application for a temporary health permit (Attached with kit).
- Exhibitor must provide proof of liability insurance.

Show Management reserves the right to remove any items which do not meet these requirements.

Service Providers:

- Decorator Form(s)

Exhibition Services Inc: 6907 Westside Saginaw Rd. Suite 7, Bay City, MI 48706

P: 989.686.0660

Email: orders@esiusa.biz

Note: Tables, chairs, and carpeting are not included in your booth. These items can be ordered from the decorator.

- Electrical, Internet/Telephone Form(s)

ERMCO, Inc.: P.O. Box 1507, Indianapolis, IN 46206

P: 317.423.3766

Email: jvanwye@ermco.com

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms.

Utilities:

Electrical Services

Electrical service is available within the facility. Please refer to the venue website listed under the service providers section above for the link to order electrical services. Don't delay as order deadlines apply.

Internet Services

Internet service is available within the facility. Please refer to the venue website listed under the service providers section above for the link to order telephone or internet services. Don't delay as order deadlines apply.

Tax Information:

All exhibitors are required to collect Indiana State Sales Tax where applicable. All exhibitors who are selling from their booth are responsible for reporting all collected sales tax to the Department of Revenue. Please visit www.in.gov/dor or call 317.233.4015

Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit www.acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List shortly after the show's end. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

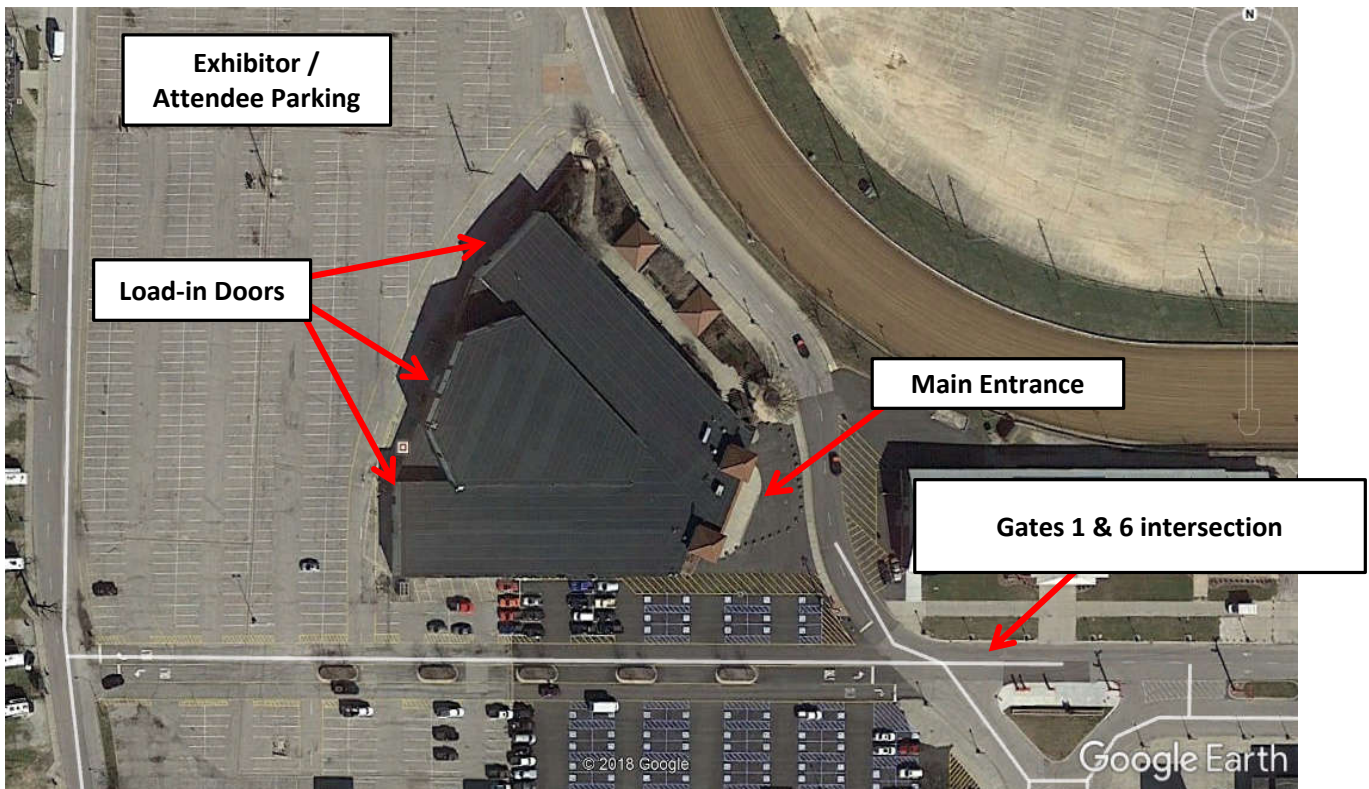
Music:

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable. **With the exception of ACS promotional booths to cover the lecture booths/dance booths.**
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

**Indiana State Fairgrounds
Agriculture Horticulture Building
1202 East 38th Street
Indianapolis, IN 46205**

Move-In Instructions

- Proceed to **Gate 1** off of 38th Street or **Gate 6** off of Fall Creek Parkway and a staff member will direct you where to go to unload.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
- Parking in the loading area is **PROHIBITED**. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the designated exhibitor parking lot before setting up your booth.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- Parking is available for a fee.



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Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- Move-out starts at 5:00 PM.
- It is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 6:00 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled and removed.
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 3:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material must be claimed by 6:00 PM and completely removed by 8:00 PM. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

BRIDAL & WEDDING EXPO



EXHIBITOR MANUAL



A member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



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Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Directions and Parking:

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at customerservice@acsshow.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 - 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
 - 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further.
- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.**
Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- D. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- E. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail ops@acsshow.com to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

Products & Services to be Exhibited:

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down. Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.
- C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.



EXHIBITOR KIT

Bay City Michigan * Suite #7
6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Re: Indiana Bridal & Wedding Expo
April 16, 2023
Sunday 12:30 pm - 5 pm
Indiana State Fairgrounds and Event Center – Ag/Hort Building

Dear Exhibitors:

Show Management has selected Exhibition Services, Inc. to serve as you're official Exposition Service Contractor. Enclosed are equipment forms for additional decoration supplies, all of the services offered in this exhibitor kit is optional. If your company is interested in any of the services, please e-mail or fax all forms back to Exhibition Services, Inc. with your payment enclosed. Please take the time to read and understand the payment policy terms and conditions. All rental equipment remains the property of Exhibition Services, Inc. Exhibition Services, Inc. takes great pride in our newly acquired equipment. Any damaged equipment, repair or replacement costs, if necessary, will be the responsibility of the exhibiting firm.

NEW DRAYAGE REQUIREMENTS FOR ALL INBOUND / OUTBOUND AND STORAGE

ESI WILL NO LONGER ACCEPT THIRD PARTY BILLING FOR DRAYAGE. EXHIBITORS THAT REQUIRE THIS SERVICE WILL NEED TO HAVE A CREDIT CARD ON FILE AND WILL BE RESPONSIBLE FOR PAYMENT FOR ALL EXHIBITING MATERIAL HANDLED. ESI WILL NOT BILL MANUFACTURERS FOR DRAYAGE SERVICES, THE EXHIBITING FIRM WILL BE RESPONSIBLE FOR ALL FEES.

- Take the time to assess all your needs carefully.
- Read and understand payment policy.
- Place your orders in advance and save valuable time and money.

The following items are included as part of your booth fees paid by Show management:

- Exhibit booth draping with 8 ft. high backdrop & 3ft high side drape.

Show colors are as follows:

- Pipe & Drape – Solid White banjo drape
- Table skirts -- White
- Carpet color -- Tuxedo / Black

TO QUALIFY FOR ADVANCE RATES, YOUR ORDERS WITH PAYMENT MUST BE RECEIVED BY SEVEN DAYS PRIOR TO VENDOR MOVE-IN. SOME EQUIPMENT AND SERVICES MAY REQUIRE ADDITIONAL TIME.

RETURN TO: Orders@esiusa.biz

FAXED ORDERS ARE NO LONGER ACCEPTED.



EXHIBITOR KIT

Bay City Michigan * Suite # 7
6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

- IMPORTANT -

Please take the time to read and understand the Payment Policy terms and conditions. This will save you valuable time and money

ESI accepts the following payment methods: Cash (on site only), check, money order, and cashier's check and credit cards for all orders.

Please remit all payments to: **Exhibition Services Inc**
 6907 Westside Saginaw Rd.
 Suite # 7
 Bay City MI 48706

All claims must be made prior to show closing. Absolutely no credit will be issued after that time. As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please be advise on site representatives, staff and third party designate of the entire payment policy.

ADVANCED ORDER PRICING:

All orders must be mailed in and received in our office ten working days with payment prior to move-in to qualify for the Advanced Order Price. All other orders will be priced as Floor Prices. Any orders placed during set-up must be accompanied by full payment prior to delivery of the service or product. Credit Cards will **NOT** be accepted during move-in.

FLOOR ORDERS (on site orders):

All orders placed on-site are subject to the floor order rate. All faxes received without payment will be subject to floor order rates. Your on-site representative must be made aware of this payment policy. Credit Cards will **NOT** be accepted during move-in.

CANCELLATION / REFUNDS:

Items canceled after services have been rendered prior to show startup time will be charge 50% of original price. Refunds are made in Company Credit Only! All claims must be made prior to show closing. No credits will be issued after that time. There will be NO third-party billing. Exhibition Services, Inc. is here to service you the exhibitor to have a more productive event. If you have any questions or need any service that is not listed, contact our Exposition Service Department.

DRAYAGE DELIVERY:

All drayage must be sent to Exhibition Services Inc. for Inbound service 7 days prior to vendor move-in to qualify for the Advance Rate. All other deliveries will be subject to the Floor rate.

Drayage that require unloading and or loading by ESI will be subject to fees associated with the service being provided.

See: **LABOR / FORK TRUCK REQUEST FORM**

FORK TRUCK / LABOR SERVICES:

Fork Truck / Labor Request Form need to be filed along with payment with ESI 7days prior to Vendor move-in to qualify for Advance Pricing. All other orders request not filed within the said time will be billed at Floor Rate.



FURNITURE FORM

RETURN TO: Orders@esiusa.biz
 Bay City Michigan
 Suite # 7

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name _____		Show Date _____	
Company _____		Booth # _____	Booth Size _____
X _____		X _____	X _____
Authorized Contact Signature _____		Authorized Contact - Please Print _____	
X _____		Date _____	
_____		M _____	D _____ Y _____

Advance Order Deadline: Seven (7) days prior to first move-in day. No Refunds, exchanges or credits for any booth package items. All orders must be accompanied by "Contact & Payment information" form. All orders are subject to the enclosed Terms, Conditions, and Policies.						Credit Card Information required with All Orders. C.C. # _____ Exp date: _____ Adv Price _____ Floor Price _____ Check # _____			
STANDARD TABLES (30" HIGH)						BOOTH FURNITURE			
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2 x 4' Plain	21.81	29.00			Solid black folding Chair	4.55	5.65	
	2' x 4' Covered & Skirted / 4 sides	39.22	49.00			Black / chrome chair	5.55	6.65	
	2' x 6' Plain	29.38	37.00			Solid white folding chair	6.38	7.65	
	2' x 6' Covered & Skirted	49.77	59.00			White Padded chair	12.14	N/A	
	2' x 8' Plain	49.06	58.00			Padded Counter Stool / back	28.06	58.00	
	2' x 8' Covered & Skirted	59.80	79.00			Wastebasket - 7 gallon	12.32	15.00	
	4th side skirted optional	18.22	27.00			Upholstered Arm Chair	36.97	N/A	
COUNTER TABLES (42" HIGH)						BOOTH ACCESSORIES			
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	2 x 4' Plain	27.52	35.00			Easel	24.64	31.00	
	2' x 4' Covered & Skirted	43.93	58.99			5' x 6' Garment Rack	64.07	77.00	
	2' x 6' Plain	39.91	49.00			4' x 8' Pegboard	184.83	222.00	
	2' x 6' Covered & Skirted	55.25	69.00			4' x 8' Tack board	184.83	222.00	
	2' x 8' Plain	39.77	49.00			Chrome Stanchion	27.11	33.00	
	2' x 8' Covered & Skirted	72.81	82.00			Velvet Rope 8' long	27.11	33.00	
	4th side skirted optional	18.22	27.00			Flat Cart - 1 hour	25.00	35.00	
SPECIALTY TABLES (30" HIGH)						BOOTH DRAPING & HARDWARE			
	30" Dia. Round Plain	18.49	32.33			Chrome Bag Holder	49.29	60.00	
	30" Dia. Round Covered & Skirted	45.70	47.00			Literature Rack	92.42	111.00	
	60" Dia Round Plain	27.66	N/A			Swivel Spotlight	40.66	52.00	
	60" Dia Round Covered & Skirted	56.11	N/A			Locking Ipad Display Stand	73.20	88.00	
	6' Crescent Serpentine Plain	35.82	N/A			BOOTH DRAPING & HARDWARE			
	6' Crescent Serpentine Cov'd / Skirted	55.95	N/A			3'(h) drape per ft. w/ hardware	3.70	5.00	
	4th side skirted optional	18.22	27.00			8'(h) drape per ft. w/ hardware	6.00	8.00	
SPECIALTY TABLES (42" HIGH)						BOOTH DRAPING & HARDWARE			
	4' x 1' x 1' Plain Table Top Raiser	15.65	29.00			Aluminum Crossbar (6' - 10')	10.41	13.00	
	4' x 1' x 1' Covered Table Top Raiser	27.49	37.00			Base Plate for 3' Upright	6.94	9.00	
	6' x 1' x 1' Plain Table Top Raiser	22.25	34.00			3' Aluminum Upright	6.94	9.00	
	6' x 1' x 1' Covered Table Top Raiser	31.59	43.00			Base Plate for 8' Upright	8.10	10.00	
	8' x 1' x 1' Plain Table Top Raiser	26.25	34.00			8' Aluminum Upright	8.10	10.00	
	8' x 1' x 1' Covered Table Top Raiser	34.59	48.00			Base Plate for 2' Upright/ Pin	20.83	25.00	
	4th side skirted optional	22.22	27.00			9' -16' Aluminum Upright	20.83	25.00	
TABLE ACCESSORIES						PLEASE CHECK SKIRT COLOR CHOICES			
	Raise Any Plain Table to 42" High	24.00	30.00			Table includes white vinyl top cover & three skirted sides			
	Raise Any Cov'd Skirted Table to 42" High	32.00	40.00			O BLACK	O ROYAL BLUE	O SILVER	
	Cover & Skirt for 30" table	37.00	46.00			O WHITE	O RED	O HUNTER GREEN	
	Cover & Skirt for 42" table	43.16	52.00						
	Switch package table	36.34	44.00						
						TOTAL NON- TAXABLE ITEMS \$			



CARPET FORMS

RETURN TO: Orders@esiusa.biz

Bay City Michigan * Suite # 7

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name	Show Date
Company	Booth # Booth Size
Authorized Contact Signature	Authorized Contact - Please Print Date

Advance Order Deadline: Seven (7) days prior to first move-in day. No Refunds, exchanges or credits for any booth package items. All orders must be accompanied by "Contact & Payment information" form. All orders are subject to the enclosed Terms, Conditions, and Policies.	Credit Card Information Required with All Orders.
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STANDARD BOOTH CARPET (14 OUNCE)				
QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	87.00	118.50	
	10' x 20'	140.00	175.00	
	10' x 30'	208.80	261.80	
	10' x 40'	278.40	348.00	
	10' x 50'	Call for Quote	N/A	

CHECK CARPET COLOR: O BLACK O BLUE O GRAY O GREEN O RED
 Above prices include: installation, removal, edge taping only, and nightly vacuuming. Installed in clean condition. Dye lot not guaranteed on com orders of 10' wide stock. Floor orders for all carpet related items are subject to availability. Please order in advance.

NON- STANDARD SIZE BOOTH CARPET (14 OUNCE)				
SIZE	TOTAL	ADVANCE	FLOOR	AMOUNT
_____ FT x _____ FT	_____ SQ FT.	2.44 per square foot	4.00 per square foot	

CHECK CARPET COLOR: BLACK BLUE GRAY GREEN RED
 Non- Standard size booth carpet rates apply to any width not in 10' increments.

PREMIUM BOOTH CARPET (28 OUNCE)				
QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	10' x 10'	197.00	N/A	
	10 x 15'	240.00	N/A	
	10' x 20'	320.00	N/A	
	10' x 30'	480.00	N/A	
	10' x 40'	540.00	N/A	

CHECK CARPET COLOR: BLACK BLUE GRAY GREEN RED
 Above prices include: installation, removal, edge taping only, and nightly vacuuming. Installed in clean condition. Dye lot not guaranteed on com orders of 10' wide stock. Floor orders for all carpet related items are subject to availability. Please order in advance.

PADDING				
QUANTITY	PADDING SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	101.26	131.00	
	9' x 15'	152.50	196.00	
	9' x 20'	202.52	261.00	
	9' x 30'	303.78	391.00	
	9' x 40'	405.04	521.00	

Above prices include: installation, removal, padding, all taping, plastic covering and nightly vacuuming. Installed in new condition. Premium carpet f ordered fourteen (14) days prior to first move-in day.

PLASTIC COVERING				
PLASTIC SIZE	ADVANCE	FLOOR	AMOUNT	
Feet wide x feet deep= SQ. FT.	\$.44 per square ft.	\$.50 per square ft.		

* Protective covering includes installation, removal, and taping	TOTAL NON-TAXABLE CARPET ITEMS	\$
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DRAYAGE FORMS

RETURN TO: Orders@esiusa.biz

Bay City Michigan * Suite # 7

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name	Show	
Date		
Company	Booth #	Booth Size
_____ X _____		
Authorized Contact Signature	Authorized Contact - Please Print	Date
X _____	X _____	_____

Return all orders to Orders@esiusa.biz

GENERAL INSTRUCTIONS

- This form must be completed and returned prior to our receipt of any freight.
- Payment must accompany this order.
- All drayage charges are payable upon demand at close of event.
- Payment accepted by the following methods:
Corporate Check, Money Order, Cash
- All pallet shipments must be within a 4ft (w) x 4ft (l) x 94" (h) area
Any pallet sent that does not conform to the said sizes will be subject re-palletizing fee.
- Pallets received must be in a sold working condition.
- Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE

ALL PACKAGES MUST BE ADDRESSED AS FOLLOWS:

Exhibiting Firms Name
Show Name
c/o Exhibition Services, Inc.
Suite # 7
6907 W. Side Saginaw Rd.
Bay City MI 48708

INBOUND SERVICE

- ADVANCE RATE: \$.50 per lb. 200 lb. (\$100.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.75 per lb. 200 lb. (\$150.00) minimum charge.
- Shipments prior to show must be received 7 days in advance with payment to receive ADVANCE RATE:

Amount Due (min. 200 lbs. - \$100.00) --- Advance Rate
 \$.50 per lb. x _____ # of lbs = \$ _____
 Number of Containers _____
 Number of skids _____ Amount Due _____
 Payment Enclosed \$ _____ Ck. # _____

Please check how freight will be shipped in: Account # _____
 _____ UPS _____ Federal Express _____ Other Courtier _____ Motor Carrier _____

OUTBOUND SERVICE

- ADVANCE RATE: \$.50 per lb. 200 lb. (\$100.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.75 per lb. 200 lb. (\$150.00) minimum charge.
- Allow 5 working days for drayage to be processed & shipped from our Michigan warehouse.
- Special request for shipments must be arranged with an ESI associate.

Amount due (min. 200 lbs. - \$100.00) --- Advance Rate
 \$.50 per lb. x _____ # of lbs = \$ _____
 Number of Containers _____
 Number of skids _____ Amount Due _____
 Payment Enclosed \$ _____ Ck. # _____

Please check how freight will be shipped out: Account # _____
 _____ UPS _____ Federal Express _____ Other Courtier _____ Motor Carrier _____

ON SITE SERVICE / STORAGE

- ADVANCE RATE: \$.50 per lb. 200 lb. (\$100.00) minimum charge. **All other charges are separate.**
- FLOOR RATE: \$.75 per lb. 200 lb. (\$150.00) minimum charge.
- Special request for shipments must be arranged with an ESI associate.

Pallet 4ft x 4ft x 92" – Cold Storage # of pallets _____ * \$45.00 = _____ per wk * # of wks _____ = \$ _____ Balance
 Non Pallet booth material – Cold Storage # of boxes _____ * \$25.00 = _____ per wk * # of wks _____ = \$ _____ Balance

Amount due (min. 200 lbs. - \$100.00) --- Advance Rate
 Advance Rate \$.50 per lb. x _____ # of lbs = \$ _____
 Number of Containers _____
 Number of skids _____ Amount Due _____
 Payment Enclosed \$ _____ Ck. # _____



CREDIT CARD AUTHORIZATION FORMS

RETURN TO: Orders@esiusa.biz

Bay City Michigan * Suite # 7

6907 W. Side Saginaw Rd. 48706 P: (989) 686-0660

Show Name		Show Date	
Company		Booth #	Booth Size _____X_____
Address		Phone Number	
City	State	Zip	Fax Number
Contact	Title		
Authorized Contact Signature		Authorized Contact - Please Print	Date

(PLEASE TYPE OR PRINT)

PLEASE DUPLICATE ALL FORMS FOR YOUR OWN RECORDS BEFORE RETURNING ORIGINALS
PLEASE SIGN AND DATE UPON ACCEPTANCE OF RENTAL AGREEMENT. ALL ORDERS MUST BE
RECEIVED (7) SEVEN DAYS PRIOR TO VENDOR MOVE-IN TO QUALIFY FOR ADVANCE RATES.

Furniture Order Form Total	_____
Carpet Order Form Total	_____
Drayage Order Form Total	_____
Misc. Order Total	_____
FORK TRUCK / LABOR FORMS	_____
Processing fee of 4%	_____
Total Balance Due	_____

CREDIT CARD INFORMATION

Card Type: ___Visa ___ MasterCard___ American Express

Card Account Number: _____ CVV: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholders Billing Address: _____

City: _____ State: _____ Zip: _____

Return all orders to Orders@esiusa.biz



**REQUISITION FOR ELECTRICAL INSTALLATION
FOR INDIANA STATE FAIRGROUNDS EVENTS - 2023**

ERMCO No. _____

Trade Show Name _____
 Start Date of Show _____ Booth No. _____
 Exhibitor Name _____
 Telephone Number _____
 Exhibitor Address _____
 City, State, Zip _____
 Contact _____

Mail Requests and Payment to:
 ERMCO, Inc.
 P. O. Box 1507
 Indianapolis, IN 46206
 Attention: Eric Edwards
 Email: EEdwards@ermco.com

Questions:
 Attention: Jake VanWye
 Call: (317) 416-7158
 Email: jvanwye@ermco.com

Please note: **All equipment and labor for electrical work shall be furnished by ERMCO, Inc., the official electrical contractor for trade shows at the Indiana State Fairgrounds. Exhibitors shall not furnish nor have furnished by any agent other than ERMCO any electric. SERVICES NOT LISTED BELOW WILL BE FURNISHED ON A TIME AND MATERIAL BASIS**

ITEM	QUANTITY	PRICES		TOTAL
		Advance	Floor	
OUTLETS - 110 VOLT, GROUNDED:				
500 WATTS, INSTALLED COMPLETE		\$50.00	\$62.25	
1000 WATTS, INSTALLED COMPLETE		\$67.75	\$83.75	
1500 WATTS, INSTALLED COMPLETE		\$93.25	\$110.25	
2000 WATTS, INSTALLED COMPLETE		\$94.50	\$112.25	
OUTLETS - 220 VOLT, GROUNDED:				
30 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$149.75	\$188.75	
60 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$225.00	\$282.00	
30 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$169.75	\$208.75	
30 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$179.75	\$218.75	
60 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$297.00	\$377.00	
60 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$307.00	\$387.00	
100 AMP, 1 PHASE		\$445.00	\$495.00	
100 AMP, 3 WIRE AND LARGER		BY QUOTE	BY QUOTE	
FLOODLIGHTS & SPOTLIGHTS:				
1500 WATT, QUARTZ FLOODLIGHT		\$89.25	\$109.50	
OTHER - \$420.00 MINIMUM PER SHOW				
FEEDS FOR POWER FOR 24 HOUR SERVICE, ADD		\$37.95	\$47.60	
SUBTOTAL				
7% SALES TAX				
TOTAL				

Materials used will remain the property of ERMCO, Inc. Exhibitor agrees to pay for material not returned.

For any telephone and internet needs, please use Telephone/IT Order Form or contact events@indianastatefair.com.

LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)	
8:00 AM to 4:30 PM, Monday through Friday	\$ 102.80
4:30 PM to 12:00 PM, Monday through Friday	\$ 154.20
All other times	\$ 205.60

NOTE: *Electricity is A/C - 60 cycles, 1 phase, 120 or 208 volt/3 phase, 208 volt.
 *24 HOUR SERVICE MUST BE REQUESTED IN ADVANCE.
***ADVANCE PRICING IS VALID UP TO 5 BUSINESS DAYS PRIOR TO START OF EVENT.**
***BILLS MUST BE PAID BEFORE THE START OF THE SHOW.**

We accept All Major Credit Cards. Payment made out to ERMCO.

VISA/MC or DISCOVER: _____ Expiration Date: _____
 Credit Card Zip Code: _____ CVV2 Code: _____
 Printed Name: _____ Amount: _____
 Customer Signature: _____ Date Signed: _____



2023 TELEPHONE AND INTERNET ORDER FORM

Event Name: _____
 Start Date of Event: _____ Booth #: _____
 Billing Company Name: _____
 Billing Company Address: _____
 City, State, Zip _____
 Contact Name: _____
 Contact Cell Number: _____

Mail Payment to:
 Indiana State Fairgrounds & Event Center
 Attention: Accounting
 1202 East 38th Street
 Indianapolis, IN 46205
 Email: accounting@indianastatefair.com

Requests, Questions & Custom Orders:
 Email events@indianastatefair.com

To order/pay for Wireless Internet: Connect on-site to Event_Wireless and follow directions to purchase this service via Credit Card. Wireless connectivity starts immediately after purchase and is good for one device to be connected at a time.

WIRELESS INTERNET

PRICE

5 Mbps vs 10 Mbps

Single Day Packages

1 Day Pass – 5 Mbps \$ 50.00
 1 Day Pass – 10 Mbps \$ 75.00

Multiple Day Packages

* Prices are for consecutive days and cannot be split, refunded, or separated for future events.

2 to 5 Consecutive Day pass – 5 Mbps \$ 100.00
 2 to 5 Consecutive Day pass – 10 Mbps \$175.00
 6 to 24 Consecutive Day pass – 5 Mbps \$ 175.00
 6 to 24 Consecutive Day pass – 10 Mbps \$ 300.00

5 Mbps Connectivity - Recommend for light use including general web browsing, email, social media and credit card processing.

10 Mbps Connectivity - Recommend for HD streaming and advanced web browsing.

Custom Orders / Multiple User Packages

Contact for Quote

HARDLINE INTERNET

ADVANCE

FLOOR

QTY

TOTAL

ADVANCE PRICING IS VALID UP TO 5 BUSINESS DAYS PRIOR TO START OF EVENT

SHARED INTERNET – Recommended for light use and/or general web browsing:

High Speed (5 Mbps Shared)	\$ 721.00	\$ 871.00	_____	_____
High Speed (20 Mbps Shared)	\$ 1,400.00	\$ 1,550.00	_____	_____
High Speed (100 Mbps Shared)	\$ 2,575.00	\$ 2,725.00	_____	_____
High Speed (250 Mbps Shared)	\$ 6,440.00	\$ 6,590.00	_____	_____

DEDICATED INTERNET – Recommended for HD streaming & advanced web browsing

High Speed (5 Mbps Dedicated)	\$ 1,442.00	\$ 1,592.00	_____	_____
High Speed (20 Mbps Dedicated)	\$ 2,782.00	\$ 2,932.00	_____	_____
High Speed (100 Mbps Dedicated)	\$ 5,150.00	\$ 5,300.00	_____	_____
High Speed (250 Mbps Dedicated)	\$ 12,875.00	\$ 13,025.00	_____	_____

Custom Orders and/or Speeds

Contact for Quote

TELEPHONE

Analog Line for Credit Card (each)	\$ 300.00	\$ 450.00	_____	_____
VOIP Phone (each)	\$ 300.00	\$ 450.00	_____	_____

VOIP Replacement cost is \$300/each

SUBTOTAL _____

7% SALES TAX _____

TOTAL _____

SERVICES NOT LISTED ABOVE WILL BE FURNISHED ON A TIME AND MATERIAL BASIS
 Exhibitor agrees to pay for material not returned.
 Materials used will remain the property of Indiana State Fair Commission.

LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)

7:00 AM to 3:30 PM, Monday through Friday - \$91.00 per hour
 3:30 PM to 12:00 AM, Monday through Friday - \$136.50 per hour
 All other times - \$182.00 per hour

CUSTOMER SIGNATURE: _____

DATE: _____

BILLS MUST BE PAID BEFORE THE START OF THE EVENT.

We accept All Major Credit Cards - Payments made to Indiana State Fair Commission



FOOD SAMPLING AND BEVERAGE/ALCOHOL TASTING APPLICATION

Event Name: _____

Event Date: _____

Booth Number: _____ Building Exhibiting In: _____

CONTACT INFORMATION

Company Name: _____

Name: _____

Phone#: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

SAMPLING/TASTING INFORMATION

Please list item, including quantity, portion size, method of dispensing item(s).

The Company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless the Indiana State Fair Commission, Urick Concessions, R.E. Smith Food and Drink, or Facility Concessions Services Inc., dba Spectrum from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (including alcoholic beverages).

Please return this for approval to:
Carrie Stadtmiller
Vendor Services Manager, Indiana State Fairgrounds & Event Center
1202 E. 38th St., Indianapolis, IN 46205
O/F 317-927-7624; cstadtmiller@indianastatefair.com

Approved By: _____

Date: _____



Food & Beverage Guidelines for Year-Round Events

Overview:

Year-round show producers/promoters or exhibitors are not permitted to bring outside food or beverage into the buildings at the Indiana State Fairgrounds & Event Center for public or personal consumption unless specifically permitted in writing.

Exhibitors of year-round events may not do food sampling or beverage tastings, including alcoholic beverages, unless prior permission has been given in advance and in writing from the Director of Event Services or the Food & Beverage Manager to the show promoter prior to selling booth space. This is also included in all Facility Use Agreements.

If granted written permission in either instance, the show promoter and exhibitor shall be responsible to adherence to all Indiana State Fairgrounds & Event Center guidelines, all applicable Indiana State Department of Health food handling and safety regulations, and all Indiana Tobacco and Alcohol Commission regulations. In addition, the show promoter will be required to provide Host Liquor Liability Coverage as set forth in Section 21 (b)(iv) or proof of other liquor liability coverage as required by the Indiana State Fair Commission.

Food Sampling Guidelines:

Show promoters and their exhibitors may distribute samples of food only upon written authorization from the Director of Event Services or Food & Beverage Manager as well as adhering to all conditions outlined below.

- Items sampled are limited to products Manufactured, Processed or Distributed by exhibiting companies or made in a certified kitchen. No in-home vendors will be permitted.
- Exhibitors must complete the following tasks and **return all required paperwork no later than two weeks prior to the event start date to the Food & Beverage Manager.** Failure to comply with this deadline could result in the exhibitor not being able to do sampling.
 - Fill out the Sampling Permission Form listing all products to be sampled
 - Fill out the Temporary Food Establishment Form from the Indiana State Department of Health

- Submit a copy of a ServSafe Certificate or other food handling certification class
- Submit a Certificate of Liability Insurance with \$2 million liability insurance naming the Indiana State Fair Commission and State of Indiana as additional insureds. The address for both entities is: 1202 E. 38th Street, Indianapolis, IN 46205
- Show promoters and exhibitors will be required to adhere to all applicable Indiana State Department of Health food handling and safety regulations.
- Food items are limited to “bite size” – not to exceed 3oz.

Food Selling Guidelines:

Show promoters and their exhibitors may **sell food only** upon written authorization from the Director of Event Services or Food & Beverage Manager as well as complete adherence to all conditions outlined below.

- All outlined guidelines as listed above for Food Sampling must be adhered to for selling of food in booth spaces.
- Any food items sold must be pre-packaged items.
- Food items prohibited from being sold on Indiana State Fairgrounds & Event Center property include:
 - Popcorn
 - Ice Cream

Beverage/Alcohol Tasting Guidelines:

Show promoters and their exhibitors may **serve tastings** upon written authorization from the Director of Event Services or Food & Beverage Manager, as well as complete adherence to all conditions outlined below. Note: PepsiCo is the official soft drink sponsor of the Indiana State Fairgrounds & Event Center, including soda, water, sports and energy drinks.

- Beverages, including alcohol, must be dispensed and distributed in accordance to all Indiana Alcohol and Tobacco Commission codes and Indiana State Department of Health codes.
- Beverage items prohibited from being tasted on Indiana State Fairgrounds & Event Center property include:
 - Sodas, Water, Sport and Energy Drinks
- Indiana Wineries, Breweries, and Artisan Distilleries are permitted to attend events on Tradeshow/Exhibition Permits to do tastings.

- If a show promoter wants alcohol tastings served/sold at his/her event via an exhibitor, the show promoter must provide Host Liquor Liability of \$2 million as part of their Certificate of Liability Insurance to the Indiana State Fairgrounds & Event Center.
- Any exhibitor approved to offer tastings, must do the following and return the attached **no later than two weeks prior to event start date to the Food & Beverage Manager**. Failure to comply with this deadline could result in the exhibitor not being able to do tastings.
 - Apply for their Tradeshow/Exhibition Permit with the Indiana Alcohol and Tobacco Commission.
 - Once you receive your permit number or approved email, this must be submitted to the Food & Beverage Manager.
 - Fill out the Sampling/Tasting Permission Form listing all products to be sampled
 - Fill out the Temporary Food Establishment Form from the Indiana State Department of Health
 - Submit a Certificate of Liability Insurance with \$2 million liability insurance naming the Indiana State Fair Commission and State of Indiana as additional insureds. The address for both entities is: 1202 E. 38th Street, Indianapolis, IN 46205
- Items for tastings are limited to products Manufactured, Processed or Distributed by exhibiting companies.
- All tastings must be done by a person with the following:
 - Valid Indiana Alcoholic Servers Permit
 - Server Training Certificate
 - Photo ID
 - The above information is to be returned to the Food & Beverage Manager **no later than 2 weeks prior to event start date**.
 - Licensed bartenders may be arranged to do tastings through the Commission's caterer for \$25/hour.
- All tastings must be served in plastic, disposable cups in the following quantities:
 - Beer - 3 oz
 - Wine / Wine Coolers / Spirit Coolers - 1 oz
 - Liquor - ½ oz
 - Non-Alcoholic Beverages - 4 oz
- No more than 3 tastings per person per day.
- Tastings must end 30 minutes prior to closing time of event's scheduled time. This must be posted at the location of sampling in view of the consumer.

- If any person appears to be intoxicated, it is the server's responsibility to not serve that person. If he/she has issues with the patron, the server must contact the Manager on Duty and/or ISF&EC Security. There is a zero tolerance for over-serving.

Beverage/Alcohol Selling Guidelines:

- As of July 1, 2019, Indiana Breweries, Indiana Farm Wineries and Indiana Artisan Distilleries may sell product or take orders on the premises during an event. **However, the product cannot be opened and consumed on property.**
- Beverage items prohibited from being sold on Indiana State Fairgrounds & Event Center property include:
 - Sodas, Water, Sport and Energy Drinks
 - Coffee, Tea, Lemonade, Hot Chocolate
 - Alcohol by the glass
- All outlined guidelines as listed above for Beverage/Alcohol Tasting must be adhered to for selling of alcohol in booth spaces.

Additional Information:

Please note that the Indiana State Department of Health and the Indiana Alcohol and Tobacco Commission / Indiana State Excise Police does have the right to inspect an event/vendor without prior notice.

Failure to comply with any portion of these guidelines may result in immediate termination of the sampling/tasting by the Indiana State Fairgrounds & Event Center for the duration of the event.

If you have any questions or need assistance, please contact your Event Manager or the Food & Beverage Manager at cstadtmiller@indianastatefair.com or 317-927-7624.

We look forward to working with you to help make your event a success!

