



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: OHIO EDUCATIONAL TECHNOLOGY CONFERENCE, GENERAL SERVICES CONTRACTOR

CONTRACT NUMBER: CSP902713

EFFECTIVE DATES: 11/12/12 TO 08/31/13

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP902713 that opened on September 05, 2012. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the eTech Ohio Commission as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

Questions regarding this and/or the Services Contract may be directed to:

Jennifer Dammeyer, CPPB
Jennifer.Dammeyer@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

www.ohio.gov/procure

ATTACHMENT ELEVEN
COST SUMMARY FORM

2013 OHIO EDUCATIONAL TECHNOLOGY CONFERENCE (OETC) GENERAL SERVICES CONTRACT
 CSP902713
 UNSPSC CATEGORY CODE: 80141900
 MAXIMUM BUDGET: \$115,000.00

Quantities shown on the Cost Summary Form are estimated for the purpose of evaluation; actual quantities may be more or less. There is no guarantee any of the stated quantities will be required or ordered.

Offeror shall provide costs for all products and services listed. Item quantities are tentative will be confirmed as additional event specifications and service providers are identified. eTech Ohio has the right to adjust dates, quantities and equipment specifications, as needed.

| A. Exhibit Areas | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|--------------------|---------------------------------------------------|
| Exhibit Area; (Exhibit Hall D); Approximately 70,000 gross square feet in expo hall for booths, seating and food service area; approximately 16,000 gross square feet in expo hall for registration. Install: Sat. February9, 2013 | Quantity | Unit | Price Per Unit | Extended Price | Notes: |
| 10' x 10' booth package (includes 8' back wall, 3' side drape, 7" x 44" exhibitor identification sign, 6' skirted table in show colors, 2 stackable armless side chair or folding chair, wastebasket) | 270 | Ea | \$46.00 | \$12,420.00 | Labor Inclusive |
| Conference Partner 10' x 10' booth package (includes 8' back wall, 3' side drape, 7" x 44" exhibitor identification sign, 6' skirted table in show colors, 1 stackable armless side chair or folding chair, wastebasket and 10' x 10' booth carpet) | 30 | Ea | \$40.00 | \$1,200.00 | Labor Inclusive |
| 10' wide carpet for aisles and entryways, cut to size | 5000 | LF | \$2.80 | \$14,000.00 | Carpet is new or like new |
| Aisle carpet cleaning, vacuumed and maintained prior to event and nightly | 5000 | LF | \$N/A | \$N/A | Fern stretches carpet Daily. Vac – GCCC exclusive |
| 8' masking drape | 500 | LF | \$No charge | \$0.00 | 1 st 500' 8' complimentary |
| Aisle signs - 1 per aisle for 11 aisles, including show logos | 11 | Ea | \$No charge | \$0.00 | Labor to install remove at rates listed |
| Exhibitor Lounge, 20' x 30' area with 8'h pipe and drape and carpet | 1 | Ea | \$No charge | \$0.00 | Complimentary |
| Four-wheel carts/dollies for exhibitor hand-carry materials | 10 | Ea | \$No charge | \$0.00 | Complimentary |
| Expo floor design, layout and revisions | Unlimited | | \$No charge | \$0.00 | Complimentary |
| Mark expo floor prior to exhibitor installation | Unlimited | | \$No charge | \$0.00 | Complimentary |
| Online/web-based exhibitor service kits, mailed to exhibitors upon request | Unlimited | | \$No charge | \$0.00 | Complimentary |
| TOTAL EXHIBIT AREA | | | | \$27,620.00 | |

**ATTACHMENT ELEVEN
 COST SUMMARY FORM**

| B. Registration Area | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------|-------------------|-----------------------------------------------------------------------------|
| Registration Area (Exhibit Hall C) approximately 17,000 square feet advance and on-site registration, badge generation and pick-up) Install: Sunday February 10, 2013. | Quantity | Unit | Price Per Unit | Extended Price | Notes: |
| Two-tier registration counters to accommodate two personal computers per counter, custom illuminated header and custom kick panels (one counter must provide handicap accessibility) | 13 | Ea | \$No charge | \$0.00 | Complimentary curved reg. counters with custom logo headers and kick panels |
| Adjustable cushioned office chair with rollers | 26 | Ea | \$No charge | \$0.00 | Complimentary |
| Wastebaskets | 13 | Ea | \$No charge | \$0.00 | Complimentary |
| 6' x 30"h skirted table behind each registration counter | 13 | Ea | \$No charge | \$0.00 | Complimentary |
| Carpet for registration area and entryways, cut to size | 1700 | LF | \$2.75 | \$4,675.00 | New or like new |
| Tensa barriers or 3' H pipe and drape for queue lines | 200 | LF | \$No charge | \$0.00 | Complimentary |
| 16'h masking drape between registration area and exhibit area | 275 | LF | \$6.00 50' comp. | \$1,350.00 | 1 st 50' Complimentary |
| 4'h clear acrylic containers with lid and slot opening used to recycle badges/event programs | 2 | Ea | \$No charge | \$0.00 | Complimentary |
| 8'h masking drape for registration counters, restrict public access | 50 | LF | \$No charge | \$0.00 | Complimentary |
| 8' x 40h" tables skirted on 3 sides | 18 | Ea | \$No charge | \$0.00 | Complimentary |
| Ten (10) 8' uprights and nine (9) cross bars to hang signs on over tables | 1 | Ea | \$No charge | \$0.00 | Complimentary |
| 6'w x 12"h signs to identify onsite registration | 9 | Ea | \$No charge | \$0.00 | Complimentary |
| 20'W x 12'D AGAM room with locking door | 1 | Ea | \$No charge | \$0.00 | Complimentary |
| 6' x 30"h skirted table at presenter ready room | 6 | Ea | \$No charge | \$0.00 | Complimentary |
| TOTAL REGISTRATION AREA | | | | \$6,025.00 | |

| C. Concourse Spaces - Email Station and Information Center | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|-------------------|--------------------------------------|
| Concourse Spaces - Email Station and Information Center, Install Sunday February 10, 2013. | Quantity | Unit | Price Per Unit | Extended Price | Notes: |
| 8' x 40" table, skirted | 16 | Ea | \$60.00 | \$960.00 | 55% discount |
| 16'h masking drape | 47 | LF | \$6.00 | \$282.00 | 50% discount |
| High backed bar stools | 6 | Ea | \$25.00 | \$150.00 | 50% discount |
| Banners hung from drape (cost for banners in graphic section) | 3 | Ea | \$No charge | \$No charge | Labor to hang / remove complimentary |
| Total Concourse Spaces | | | | \$1,392.00 | |

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COST SUMMARY FORM

| D. Exhibit Hall C – Interactive Display Areas | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|----------------|-----------------------------------------------|
| Exhibit Hall C- interactive display area located adjacent to the registration area, Install Sunday February 10, 2013. | Quantity | Unit | Price Per Unit | Extended Price | Notes: |
| 3' high pipe and drape to define robotics area | 150 | LF | \$1.00 | \$150.00 | Discounted rate |
| 3' high pipe and drape to define technology recycling area | 150 | LF | \$1.00 | \$150.00 | Discounted rate |
| 10' x 10' non-revenue display booth package (includes 8' back wall, 3' side drape, 7" x 44" display identification sign, 6' skirted table in show colors, 2 stackable armless side chair or folding chair) | 10 | Ea | \$40.00 | \$400.00 | Discounted rate 15% from standard booth price |
| 20' x 20' non-revenue display booth package (includes 8' back wall, 7" x 44" display identification sign, four (4) 6' skirted table in show colors, 4 stackable armless side chair or folding chair) | 6 | Ea | \$160.00 | \$960.00 | Discounted over 15% from standard booth cost |
| Double sided 4'w x 8'h tack boards on stands | 10 | Ea | \$70.00 | \$700.00 | 45% discount |
| 8' high pipe and drape to separate display area from general session area | 400 | LF | \$1.50 | \$600.00 | Labor inclusive |
| 6' x 30"h skirted tables | 10 | Ea | \$48.00 | \$480.00 | 50% discount |
| 6' x 30"h vinyl topped tables (not skirted) | 50 | Ea | \$15.00 | \$750.00 | 60% discount |
| 3' high pipe and drape to define various areas | 200 | LF | \$1.00 | \$200.00 | |
| Interactive Display area floor design, layout and revisions | Unlimited | | \$No charge | \$0.00 | CAD services complimentary |
| Mark floor prior to installation | Unlimited | | \$No charge | \$0.00 | Complimentary |
| Total Exhibit Hall C Spaces | | | | \$4,390.00 | |

| E. Ohio Educational Technology Conference Booth | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|----------------|---------------------------------------|
| Ohio Educational Technology Conference Booth (1000 sq. ft. custom booth space for show management) | Quantity | Unit | Price Per Unit | Extended Price | Notes: |
| 42"h café table, contemporary | 2 | Ea | \$0.00 | \$0.00 | Traditional comp. |
| Armless café stools, contemporary | 6 | Ea | \$25.00 | \$150.00 | 50% discount |
| 20' x 50' deluxe/plush carpet | 1000 | SF | \$1.65 | \$1,650.00 | 55% discount stand. Comp. |
| 20' x 50' padding | 600 | SF | \$No charge | \$0.00 | Complimentary |
| Computer Kiosk with Graphics | 2 | Ea | \$800.00 | \$1,600.00 | Discounted 60% |
| 8' h pipe and drape | 16 | LF | \$No charge | \$0.00 | Complimentary |
| 3' x 8'h digitally produced double sided freestanding signs | 5 | Ea | \$375.00 | \$1,875.00 | Discounted 40% |
| 8' x 40"h skirted table | 4 | Ea | \$No charge | \$0.00 | Complimentary |
| 8' skirted table | 4 | Ea | \$No charge | \$0.00 | Complimentary |
| Stackable armless side chair or folding chairs | 10 | Ea | \$No charge | \$0.00 | Traditional furnishings complimentary |
| Total Ohio Educational Technology Conference Booth | | | | \$5,275.00 | |

Note: Standard carpet and padding for OETC booth are complimentary.

ATTACHMENT ELEVEN
COST SUMMARY FORM

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| F. Entrance Units and Directional - Tentative | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
| Entrance Units and Directional - Tentative (used for event awareness, directional assistance and information sharing) | Quantity | Unit | Price Per Unit | Extended Price | Notes: |
| Custom entrance, custom graphics and logos in show colors to indicate entrance to Exhibit area from registration area | 2 | Ea | \$1,800.00 1 st unit no charge | \$1,800.00 | 1 complimentary, 2 tower unit – 1 at 60% discount |
| Custom unit, custom graphics and logos in show colors to indicate general session room, registration area, and meeting rooms | 5 | Ea | \$1,000.00 | \$5,000.00 | 1 or 2 tower units with custom log graphics |
| Total Entrance Units | | | | \$6,800.00 | |

| | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|----------------|----------------------------------------------------------------------------------------------------------------|
| G. Floor Plans | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
| Floor Plans | Quantity | Unit | Price Per Unit | Extended Price | Notes: |
| Review existing floor plans for Hall D, and Concourse Spaces, update floor plans and provide drawings to show management for Convention Center and Fire Safety approval | 1 | Ea | \$No charge | \$0.00 | Complimentary – Fern has a complete CAD department |
| Consulting with show management and the Convention Center, design and produce floor plan for the Interactive Display area inside Hall C and provide drawings to Show Management for Convention Center and Fire Safety approval | 1 | Ea | \$No charge | \$0.00 | Complimentary – all planning meeting, CAS floor plans and revisions, floor plan submission to fire authorities |
| Total Floor Plans | | | | \$0.00 | |

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|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------|----------------|----------------------------------------------------------------------------|
| H. Graphics and Signage | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
| Graphics and Signage – Tentative, Optional; may or may not be purchased against the contract; depending on cost and funds available. | Quantity | Unit | Price Per Unit | Extended Price | Notes: |
| 22" x 28" signs – digitally produced, 4 color printing, meeting room signs | 100 | Ea | \$43.00 1 st 20 comp. | \$3,440.00 | Fern has own in house graphics design & Production Dept. 10 min. from GCCC |
| 28" x 44" signs – digitally produced | 20 | Ea | \$80.00 | \$1,600.00 | Discounted 55% |
| 3' x 8' double sided freestanding signs with stands | 50 | Ea | \$375.00 | \$18,750.00 | Discounted 50% |
| 3' x 6' banners – digitally produced | 4 | Ea | \$160.00 | \$640.00 | |
| Total Graphics and Signage (Optional) | | | | \$24,430.00 | |

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 COST SUMMARY FORM**

| I. Material Handling | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|----------------|-------------------------------------------------------|
| Material Handling for OETC show management | Quantity | Unit | Price Per Unit | Extended Price | Notes: |
| Advanced shipments received at warehouse | 5000 | Lbs | \$No charge | \$0.00 | Complimentary |
| Load/unload show management freight at convention center | 15000 | Lbs | \$0.28 | \$4,200.00 | 50% discount |
| 1 Pickup of show management materials at eTech Ohio Office, 35 E. Chestnut Street, Columbus Ohio and deliver to GCCC on Friday February 8, 2013 | 1 | Ea | \$0.00 | \$0.00 | Complimentary, limited to 1 box truck & straight time |
| 1 Pickup of show management materials at eTech Ohio storage location, 2500 Charter St # B Columbus, OH 43228 , Columbus Ohio and deliver to GCCC on Friday February 8, 2013 | 1 | Ea | \$0.00 | \$0.00 | Complimentary, Limited to 1 box truck & straight time |
| 1 Pickup of show management materials at GCCC and deliver to eTech Ohio Office, 35 E. Chestnut Street, Columbus Ohio on Thursday February 14, 2013 | 1 | Ea | \$0.00 | \$0.00 | Complimentary, Limited to 1 box truck & straight time |
| 1 Pickup of show management materials at GCCC and deliver to eTech Ohio storage location, 2500 Charter St # B Columbus, OH 43228 , Columbus Ohio on Thursday February 14, 2013 | 1 | Ea | \$0.00 | \$0.00 | Complimentary, Limited to 1 box truck & straight time |
| Total Material Handling | | | | \$4,200.00 | |

| J. Labor Rates | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | | | |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------|-----------------------|-----------------------------|------------------|------------------------|
| Labor Rates | Proposed Estimated Regular Hours | Proposed Estimated Overtime Hours | Unit | Regular Rate per Unit | Extended Regular Rate Total | OT Rate Per Unit | OT Extended Rate Total |
| Installation Labor - Decorator | | 20 | Hours | \$53.50 | \$1,070.00 | \$ | \$1,070.00 |
| Installation labor – teamster or IATSE labor | | 64 | Hours | \$53.50 | \$ | \$80.25 | \$5,136.00 |
| Dismantle labor – decorator | 13 | | Hours | \$53.50 | \$695.00 | \$ | \$ |
| Dismantle labor – teamster or IATSE labor | 20 | 20 | Hours | \$53.00 | \$1,070.00 | \$80.25 | \$1,605.00 |
| Graphics Labor | | | Hours | \$ | \$ | \$ | \$ |
| Drayage Labor | 6 | | Hours | \$53.50 | \$321.00 | \$ | \$ |
| Other Base Rate Labor; Explain | | | Hours | \$ | \$ | \$ | \$ |
| Total Labor Cost | | | | | \$3,156.00 | | \$7,811.00 |

Note: Areas that are labor inclusive are booth setup, registration set up, conference partner booths, masking drape in the exhibit hall, service desk set up, OETC booth, entrance units and areas within the exhibit hall.

ATTACHMENT ELEVEN
COST SUMMARY FORM

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| K. Exhibitor Rental Rates – Floor/On-site | Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes. | | | | |
| Material Handling for OETC show management Exhibitor Rental Rates – Floor/On-site (the equipment list below is not inclusive of all furnishings/services vendor must offer to exhibitors. For the purpose of this bid, the equipment below is representative of the most frequently ordered furnishings/services by exhibitors. Prices are for floor rates and must be advertised to exhibitors via an online service kit) | Quantity | Unit | Price Per Unit | Extended Price | Exhibitor Rental Rates – Advance (please indicate the advance rate for each service in the spaces below) Show management 50% discount off rates listed |
| 6' x 30"h table, skirted 3 sides | 1 | Ea | \$140.00 | \$140.00 | \$96.50 |
| 8' x 30"h table, skirted 3 sides | 1 | Ea | \$166.50 | \$166.50 | \$114.75 |
| 6' x 40"h table/counter skirted 3 sides | 1 | Ea | \$166.75 | \$166.75 | \$115.00 |
| 8' x 40"h table/counter skirted 3 sides | 1 | Ea | \$196.75 | \$196.75 | \$135.75 |
| 10' x 10' carpet | 1 | Ea | \$167.75 | \$167.75 | \$115.75 |
| Vehicle spotting fee | 1 | Ea | \$50.00 | \$50.00 | \$50.00 |
| Crated or skidded freight via common carrier shipped to advance warehouse | 100 | Lb. | \$0.56 | \$56.00 | \$56.00 |
| Loose or uncrated freight shipped to advance warehouse | 100 | Lb. | \$0.84 | \$84.00 | \$84.00 |
| Crated or skidded freight via common carrier shipped to show site | 100 | Lb. | \$0.53 | \$53.00 | \$53.00 |
| Loose or uncrated freight shipped to show site | 100 | Lb. | \$0.80 | \$80.00 | \$80.00 |
| TOTAL COST TO EXHIBITORS Used 100lb advance shipment rate for estimate | | | | \$1,160.75 | \$900.75 |

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| L. Special Charges or Fees | (attach additional sheet as needed). |
| Indicate any special charges or fees that apply, such as: account executive/coordinator/supervisor/manager fees; delivery and pick-up fees, shipping and drayage fees and minimum order fees that may affect the total cost. | Drayage is calculated on a minimum of 200 lb. No fees for manager / account executive / supervisors. |

All Optional services will not be included in the evaluation of the cost scoring, but will be considered after award, if desired and if prices are competitive.

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------|
| M. Optional Services (equipment or services which may be of interest to OETC but were not itemized in the event specifications. Clearly describe the equipment or service (i.e. interactive online floor plan, custom logo carpet or clings, general session staging and set design capabilities, event management interface to online exhibitor manual and service orders, etc.) and all costs associated with the equipment or service. Itemize each product or service; attach on a separate sheet. | Extended price | Notes Please see attached sheet for list of equipment and services. |
| | \$ | |

All costs must be in U.S. Dollars.
 The State will not be responsible for any costs not identified.
 There will be no additional reimbursement for travel or other related expenses.

OPTIONAL SERVICES

SHOW MANAGEMENT SERVICES

Online Floor Plans

Through a strategic partnership with Map Your Show (MYS), Fern Exposition & Event Services offers a vast array of online, real-time, user friendly floor plan tools. We can provide Ohio Technology Conference options and pricing for this service at discounted rates.

Link to Sample: http://www.mapyourshow.com/shows/index.cfm?show_id=PRI11

The online floor plan technology includes a number of marketing opportunities for exhibitors, including booth content. This is a demonstration video for a show Fern produces. Link below for online video:

http://www.mapyourshow.com/shows/index.cfm?Show_ID=PRI11&exhid=03023102&booth=336&hall=A

Sponsorship Program

Fern Exposition and Event Services will work with show management to design a sponsorship program for the Ohio Educational Technology Conference. We have designed a fly through program and a static program. We will help show management develop sponsorships opportunities and packages. They can include floor graphics, window clings or specialty kiosks.

OETC Booth

Fern Exposition & Event Services will design and install a complimentary custom kiosk for the OETC booth, value up to \$2,000. Graphics are supplied at cost.

Mobile Device Charging Stations

Through our strategic partner, Smart Source, Fern Exposition & Event Services can update the email stations by adding a charging station. Charging stations can be used as another sponsorship opportunity. Cost will be quoted once the size and type of unit is chosen.

Interactive kiosks

Friendly way kiosks use touch screen interactive technology and can be programmed to be used for on-site registration, exhibit searches and event searches. See the attached brochure for details. Costs would be quoted on request.

Digital signage

Fern is pleased to offer digital signage options for Ohio Educational Technology Conference. Digital signage is green and can be kept up with changes at the conference. Digital signage options will be quoted on request.

Exhibit Sales office

One 3m x 3m hard wall office will be provided on a **complimentary** basis for the Exhibit Sales Manager so she can meet with exhibitors in a private setting.

Personnel Carts

Three **complimentary** Cushman electric carts will be available for OETC staff use.

OPTIONAL SERVICES

SHOW MANAGEMENT SERVICES

Radios

Fern Exposition & Event Services will supply 10 of our two way radios for show management use on a complimentary basis.

Association Discounts

The following discounts are for Ohio Educational Technology Conference's direct use in areas not addressed separately in the RFP:

| | |
|--------------------------------------|---------------|
| Standard furniture and carpet | 50% from list |
| Custom carpet | 40% from list |
| Modular system rental displays | 35% from list |
| Custom furnishings | 25% from list |
| Labor | 15% from list |

Show Management

Fern Exposition & Event Services will provide the following at the rates listed:

- Easels: 1st 10 **complimentary**, additional \$15.00 each
- Vertical Sign Holders for 22 x 28 signs at \$20.00 each – 55% discount

Graphics

Fern Exposition & Event Services in house graphics department will supply window cling or floor graphics for OETC at \$18.00 per sq. ft. This includes labor to install and remove either window clings or floor graphics.

Graphics Storage

We will work with show management to design graphics that can be recycled for multi-year use. We will provide **complimentary** storage for these graphics with an agreement for Fern to be General Service contractor for the following year for the Ohio Educational Technology Conference.

Exhibitor Service Area

Fern Exposition & Event Services will set up a Service Center area which will be staffed by experienced and responsive personnel to assist OTEC and its exhibitors during set up, move-in, show hours, and show dismantle.

Link to Sample Exhibitor Manual

Web- based Service kits and online ordering are complimentary services.

We have created a sample Exhibitor Service Manual for you to review and test. Please click on the link below to see our sample.

<http://servicemanuals.fernexpo.com/kits/02-06504-13/02-06504-13.asp>

CAD services

Fern Exposition & Event Services uses Auto CAD which is compatible with the on line Floor plan partners and Expo CAD. Floor plan generation and any revisions are complimentary.

OPTIONAL SERVICES

EXHIBITOR SERVICES

At Fern we realize that happy and successful exhibitors are the key to a show's success. We will offer the following furnishings and services listed below to help OETC exhibitors keep within their budgets.

- A custom furnishings package at a discounted rate
- Carpet and Padding packages for both Traditional or Plush Carpet
- Small package rate for packages less than 50 lbs.
- Pre- printed bills of lading and labels for outbound shipping
- Fern Transportation Services for discounted shipping

We believe in personal service. Each show is unique with different requirements and objectives. Your Account Executive will work closely with you to provide the optional services listed here or create options specific to Ohio Educational Technology Conference. Please direct questions regarding this RFP to your Account Executive.

Carolyn Hodge, CEM
Fern Exposition & Event Services
1500 Old Leonard Avenue
Columbus, Ohio 43219
Phone: 614-253-1500
Mobile: 614-937-5532
Email: chodge@fernexpo.com

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

88372
WCP Fern Exposition Svcs. LLC
1500 Old Leonard Ave
Columbus, OH 43219

BID CONTRACT NO.: CSP902713-1 (08/31/13)

TERMS: Net 30

Telephone: 614-253-1500
FAX: 614-253--9101

CONTRACTOR'S CONTACT:

Carolyn S. Hodge, CEM
Fern Exposition & Event Svcs.
1500 Old Leonard Ave.
Columbus, OH 43219

Telephone: 614-253-1500
FAX: 614-253-9101
Mobile: 614-937-5532
E-Mail: chodge@fernexpo.com

PAYMENT ADDRESS:

Fern Exposition & Event Services
645 Linn Street
Cincinnati, OH 45203

Phone: 513-333-7060
FAX: 513-333-7067