

<b><u>TASK</u></b>	<b><u>EXHIBITORS MAY</u></b>	<b><u>FERN RESPONSIBILITIES</u></b>
<b>Material Handling</b>	<ul style="list-style-type: none"> <li>• As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>• Any mechanical assistance is limited to a small dolly.</li> <li>• The assistance of any motorized device or pallet jack is not permitted.</li> <li>• When exhibitors choose to “hand carry” they may not access designated material handling areas.</li> <li>• Must use specified exhibitor hand carry areas or main entrance of the facility.</li> <li>• In all other circumstances items should be considered material handling.</li> </ul> <p><b>In no circumstance is any exhibitor authorized to use Fern material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"> <li>• Fern has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>• Fern has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>• Fern has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>• Fern is not responsible for any material it does not handle.</li> <li>• For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Fern’s website at <a href="http://www.Fernco.com/store">www.Fernco.com/store</a>.</li> </ul>
<b>Booth Cleaning and Porter Service</b>	<ul style="list-style-type: none"> <li>• Clean and wipe down products and display merchandise and other parts of the exhibit.</li> <li>• Exhibitor Appointed Contractors (EAC’s) are not permitted to vacuum or utilize floor cleaning equipment on the show floor.</li> </ul>	<ul style="list-style-type: none"> <li>• All booth vacuuming and porter service.</li> </ul>
<b>Booth Installation and Dismantle</b>	<ul style="list-style-type: none"> <li>• As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li> <li>• If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li> <li>• You may hire Fern to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>• You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>• All EAC’s must have the appropriate credentials submitted to Show Management and the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• When it comes to installation and dismantling of exhibits, no one does it better than Fern. With more than 75 years of experience, our groups of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Fern employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Fern has the resources and the capabilities to help you have the most successful show experience possible.</li> <li>• To secure Fern labor, please utilize the labor forms enclosed. Skilled Fern Labor is available to act as your EAC.</li> </ul>