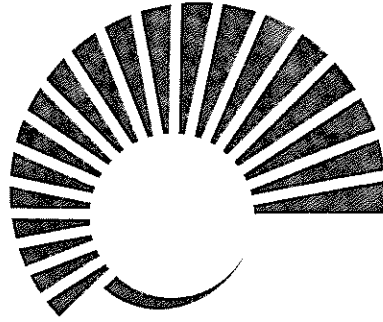


**WELCOME**



## **JOHN S. KNIGHT CENTER EXHIBITOR INFORMATION**

On behalf of the Staff at the John S. Knight Center, we would like to thank you for choosing to exhibit with us.

In order to provide for a smooth move-in, event, and move-out, we have compiled the following exhibitor information. This information is in accordance with the Center's Building Rules & Regulations, as well as City, State, and Federal regulations.

Your cooperation is appreciated.

77 E. Mill St Akron, OH 44308  
330.374.8900 or 800.245.4254  
Fax: 330.374.8971  
[www.johnsknightcenter.org](http://www.johnsknightcenter.org)

**MOVE-IN & MOVE-OUT  
REGULATIONS**

Following are guidelines for move-in, move-out and booth set-up:

1. Exhibitors are not permitted to use any power-operated equipment for loading/unloading, setting-up or dismantling of exhibits.
2. All electrical wiring to booths/exhibits must be installed by the John S. Knight Center. Any connections within the booths/exhibits by exhibitor is permitted.
3. Exhibitors may hand carry or two-wheel dolly materials in and out of the building through designated move-in and move-out entrance(s). Should move-in and move-out require additional help, please contact a Center representative.
4. Exhibitors may use their own employees to set-up their booth. These must be regular employees of the exhibitors with a minimum of 60 days prior employment.

**PARKING**

Employee parking areas are for exclusive use of vehicles identified with a permanent John S. Knight Center decal. Handicap parking areas are clearly designated and are to be used only as specified by Local, State, and Federal Laws.

No parking in fire lanes, service streets, vacant Exhibit Halls, loading dock areas or any other locations posted "no parking." This rule is strictly enforced. Any vehicle not in compliance will be removed at owner's expense.

**ID BADGES**

All personnel are required to have proper event ID badges, which must be worn on outer clothing at all times.

**MAIL/DELIVERY**

The John S. Knight Center cannot be held responsible for any shipment of goods accepted at the Center. As a building rule, the Center will not accept any shipments before the first day of move-in.

**SMOKING**

The John S. Knight Center is a smoke-free building. Smoking is prohibited in accordance with Chapter 3794 of the Ohio Revised Code. For further information, please contact a Center representative.

**BASIC FIRE CODE**

To remain in compliance with the Akron Fire Code, please observe the following guidelines:

1. All materials used in exhibits must be flame retardant.
2. Fire fighting and emergency equipment--including fire extinguishers, fire hose cabinets and fire alarm pull stations--may not be hidden or obstructed.
3. All emergency exits, hallways and aisle ways must be kept clear and unobstructed.
4. Vehicles, which are part of an exhibit, may be displayed if in compliance with the following Fire Code Regulations:
  - a. Vehicles may have no more than two (2) gallons of gas.
  - b. Gas tanks must be sealed with tape.
  - c. All battery cables must be disconnected and taped to avoid potential sparks.
  - d. All gasoline engines must be AGA compliant.
5. The use of welding equipment, open flames or smoke emitting material

as part of an exhibit must be specifically approved on an individual basis by the Akron Fire Department. Please submit written specifications to the Center for approval from the Akron Fire Department.

6. No person may use or permit the use of an Open Flame Lighting Device, nor may any person use or permit the use of a portable, non-flue-connected, cooking equipment in any place of assembly. (Akron Fire Code, Sect. 93.44-45)

## **SIGNS & DECORATIONS**

In order to preserve the building, exhibitors are asked to comply with the following guidelines:

1. Special decorations, overhead signs and banners, light and sound equipment, etc., may not be hung from ceilings or walls except by John S. Knight Center personnel.
2. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, walls, painted surfaces, columns, or decorative fabric.
3. All materials used during the event – such as landscape materials, trees, sand, dry-wall, lumber, etc. - must be removed from the building immediately following the Event.

## **BALLOONS, ETC.**

Helium balloons, "glitter," decals and/or stickers may not be passed out unless prior written approval has been obtained.

## **PETS/ANIMALS**

In accordance with the Health Department, pets/animals are not permitted in the building except in conjunction with an approved exhibit, display, or performance legitimately requiring the use of animals. Written approval from the Center must be obtained prior to the Event.

## **FOOD & BEVERAGE**

The John S. Knight Center offers a first-class food service department to accommodate visitors with all of their food and beverage needs. The Center also offers a large variety of concessions, specialty food carts, food courts, sidewalk cafes and much more.

Exhibitors may NOT bring in any food/beverage into the building during move-in, move-out, or event hours.

In the case of a Food Show, the John S. Knight Center retains the right to approve and limit the size of food or drink samples. Beverage items should be no more than 3 oz. sample sizes and food items should be no more than 2 oz. sample sizes.

Exhibitors are not permitted to sell or distribute any food or beverage, whether for consumption on or off premises, without prior written permission from the Center.

## **TIPS/GRATUITIES**

Although we appreciate the kind gesture of offering tips and gratuities, the John S. Knight Center asks that you forego this generosity.

**ASCAP GENERAL  
LICENSING**

General Licensing administrates license agreements for more than 300,000 businesses and organizations. Because businesses use music in different ways, there is no single license structure that covers every application.

To learn more about General Licensing, to speak to an ASCAP Account Manager regarding an existing general account or to have a license agreement sent to you, please contact ASCAP at [Licensing@ascap.com](mailto:Licensing@ascap.com), or 800.505.4052.

**ADDITIONAL SERVICES**

Attached please find order and payment forms for: electrical services, audio-visual services, communication services, and plumbing services. If you require any additional services not listed, please contact a Center representative.

ADDITIONAL EQUIPMENT ORDER FORM      JOHN S. KNIGHT CENTER      77 EAST MILL STREET, AKRON, OH 44308  
 330.374.8900      800.245.4254      Fax 330.374.8825

EVENT NAME: \_\_\_\_\_  
 BOOTH NUMBER: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: (    ) \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

FOR OFFICE USE ONLY      EVENT ID: \_\_\_\_\_  
 DATE RECEIVED: \_\_\_\_\_

ALL ORDERS MUST BE PAID IN FULL PRIOR TO MOVE-IN DATE  
 (Equipment and Quantity of Equipment is subject to availability)

EQUIPMENT:	STANDARD RATE	TOTAL
Additional Seating (per chair).....	\$1.50	
8' Pipe and Drape* (per foot).....	\$2.25	
3' Pipe and Drape* (per foot).....	\$1.75	
12' Black Drape (per foot).....	\$6.50	
Grand Piano (tuning included).....	\$245.00	
Upright Piano (tuning included).....	\$185.00	
8' Table.....	\$10.00	
6' Table.....	\$8.00	
Table Skirting.....	\$5.00	
Tablecloth.....	\$5.00	
Table Cover, Vinyl.....	\$5.00	

\*Prices quoted for Drapery in blue or white. Additional colors available and priced at prevailing market rates.

For any equipment not listed, please contact the John S. Knight Center Operations Department for pricing and availability.

**SPECIAL SERVICES**

Copy Machine...\*must be ordered a minimum of 10 days before move-in date...      TAXABLE ITEM      \$150.00/day  
 For multi-day rental, contact the John S. Knight Center Operations Department for pricing  
 6.5% Sales Tax  
 GRAND TOTAL DUE: \_\_\_\_\_

CREDIT CARD INFORMATION

Please complete the attached Credit Card Authorization & Payment Form and submit with your order forms.

PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

ADDITIONAL SERVICES  
ORDER FORM

JOHN S. KNIGHT CENTER

77 EAST MILL STREET, AKRON, OH 44308  
330.374.8900 800.245-4254 Fax 330.374.8825

EVENT NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FOR OFFICE  
USE ONLY

EVENT ID. \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

CONTRACTED LABOR: @ \$45.00/hour/ with a four (4) hour minimum Hrs.: \_\_\_\_\_ Total: \_\_\_\_\_

TECHNICAL LABOR: @ \$48.00/hour/ with a four (4) hour minimum Hrs.: \_\_\_\_\_ Total: \_\_\_\_\_

Subtotal: \_\_\_\_\_  
6.5% Sales Tax: \_\_\_\_\_  
Grand Total: \_\_\_\_\_

CREDIT CARD INFORMATION

Please complete the attached Credit Card Authorization & Payment Form and submit with your order forms.

\*NOTE: The John S. Knight Center needs to have a complete understanding of your Labor requirements in order to meet your expectations.

Please contact the Operations Department prior to ordering to review your labor requirements.

Intellectual property, and or live or mechanically reproduced music intended for use at the John S. Knight Center may be copyrighted and therefore is protected under various International, Federal, State and Local laws. It is the client's obligation to secure appropriate licensing for the use of all copyrighted materials and or mechanical reproduction rights, from the appropriate governing bodies such as, but not limited to: ASCAP, BMI, and the RIAA.

AKRON/SUMMIT CONVENTION & VISITORS BUREAU

The ASCVB is available for hospitality and transportation arrangements.  
Call 330.374.7560 or 800.245.4254

PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

CLEANING SERVICES  
ORDER FORM

JOHN S. KNIGHT CENTER

77 EAST MILL STREET  
330.374.8900

AKRON, OHIO 44308  
Fax 330.374.8825

EVENT NAME: \_\_\_\_\_  
BOOTH NUMBER: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE NUMBER: ( ) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

FOR OFFICE USE ONLY \_\_\_\_\_  
EVENT ID: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_

ALL ORDERS MUST BE PAID IN FULL PRIOR TO SERVICE BEING RENDERED

NUMBER OF DAYS RATE TOTAL

Individual cleaning for your booth or exhibit space may be ordered by checking below the services desired.

CARPET CLEANING

Vacuuming \_\_\_\_\_ sq.ft. X \_\_\_\_\_ @ \$0.20/sq.ft. \_\_\_\_\_

EXHIBIT CLEANING

Cleaning of display, equipment and or and furnishings:

Scope of work TBD in advance and quoted at the prevailing rate per person.

Note: in some cases a 4 hour minimum may apply.

\_\_\_\_\_ \$45.00/hr. \_\_\_\_\_

+ 6.5% Sales Tax \_\_\_\_\_

Total Due \$ \_\_\_\_\_

CREDIT CARD INFORMATION

Please complete the attached Credit Card Authorization & Payment Form and submit with your order forms.

PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

**COMMUNICATION SERVICES  
ORDER FORM**

**JOHN S. KNIGHT CENTER**

**77 EAST MILL STREET, AKRON, OH 44308  
330.374.8900 800.245.4254 Fax 330.374.8825**

EVENT NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FOR OFFICE USE ONLY EVENT ID: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

Note: To take advantage of the "Pre-Order" rate, orders must be Paid In Full 10 Business Days Prior to First Move-in date.

**CREDIT CARD INFORMATION IS REQUIRED FOR ANY COMMUNICATION ORDER**

**SECTION (A) NON-TAXABLE ITEMS**

	PRE-ORDER RATE	ON SITE RATE	TOTAL
Telephone Line (Exhibitor uses own instrument).....	\$95.00	\$145.00	\$
Telephone Line with Instrument.....	\$115.00	\$165.00	\$
ISDN Telecommunications Line.....	\$225.00	\$275.00	\$
Broadband Internet Service, 100MB installation (Requires usage fee listed below)	\$95.00	\$125.00	\$
<b>SUB-TOTAL FOR NON-TAXABLE ITEMS (SECTION A ONLY)</b>			
			\$

**SECTION (B) TAXABLE ITEMS**

	PRE-ORDER RATE	ON SITE RATE	TOTAL
<b>EQUIPMENT/LABOR</b>			
Facsimile Machine / Day (Requires Telephone line above).....	\$50.00	\$65.00	\$
Dry Pair Charge ( <input type="checkbox"/> Telephone <input type="checkbox"/> Audio <input type="checkbox"/> Video).....	\$25.00	\$31.00	\$
Broadband Internet Service, daily usage charge per port.....	\$25.00	\$25.00	\$
Hours/Labor for Custom Installation.....	\$48.00	\$48.00	\$
<b>SUB-TOTAL FOR TAXABLE ITEMS (SECTION B ONLY)</b>			
			\$

+6.5% SALES TAX (SECTION B) \$ \_\_\_\_\_

GRAND TOTAL DUE: \$ \_\_\_\_\_

**NOTE: Additional Charges:** All outbound calls will be charged directly to your credit card at \$0.50/call and/or \$0.08/min. Inbound calls will be charged directly to your credit card at \$0.08/min. Long Distance charges will be billed directly to your credit card at prevailing rates.

**CREDIT CARD INFORMATION**

Please complete the attached Credit Card Authorization & Payment Form and submit with your order forms.

**IMPORTANT CONDITIONS & REGULATIONS**

1. John S. Knight Center is the exclusive provider of telecommunications for the John S. Knight Center.
2. Incomplete telecommunications requirements may delay processing, and labor charges will be added in the event changes are made after installation.
3. Credit will NOT be given for service installed and not used.
4. Lost Phones shall be assessed a \$100 charge.
5. Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment.
6. Only Center personnel are authorized to modify system wiring and cable.
7. Malfunctions in equipment must be reported to the John S. Knight Center Service Dept. (330) 374-8900.
8. John S. Knight Center is not responsible for any level fluctuations or circuit failure due to telephone company conditions.
9. All equipment must comply with FCC regulations.
10. Rates quoted for phone service cover only the bringing of service to the booth in the most convenient manner.
11. All inquiries for data line service and other special needs should be directed to JSK Operations Dept.
12. Installation in Island Booths may require custom installation.

**PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE**



**JOHN S. KNIGHT CENTER**

**CREDIT CARD AUTHORIZATION & PAYMENT FORM**  
IF FAXING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES

**MAIL TO: John S. Knight Center**  
Attention: Finance Department  
77 East Mill Street, Akron, OH 44308  
Telephone - 330.374.8900 Toll Free - 800.245.4254 Fax - 330.374.8825  
www.johnsknightcenter.org

Name of Event: \_\_\_\_\_ Company: \_\_\_\_\_ (US Currency)  
Event Dates: (from) \_\_\_\_\_ (to) \_\_\_\_\_ Booth Number: \_\_\_\_\_  
I, the undersigned cardholder, give the John S. Knight Center, Akron, OH, USA authorization to charge my credit card for the amount totaling \$ \_\_\_\_\_ (US Currency).

**PAYMENT NOTICE:**

1. PRE-ORDER RATES APPLY ONLY TO ORDERS RECEIVED AND PAID IN FULL 10 BUSINESS DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY.
2. ON-SITE RATES must be paid at move-in for all other orders. NO EXCEPTIONS.
3. ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF EVENT.
4. A minimum \$30.00 fee will be charged for each Returned Check.

**IMPORTANT CONDITIONS AND REGULATIONS**

**CONDITIONS FOR PROCESSING SERVICE ORDER FORMS**

1. Payment in FULL, IN U.S. FUNDS must accompany service order form.
2. All information must be completed in full for order to be processed. Incomplete forms delay processing which results in delayed service installation.
3. State Sales Tax will be charged on every taxable order that is not submitted with a completed Certificate of Exemption Form.
4. No Service will be installed until payment is received.
5. Cancellations: Refunds will be computed as follows:
  - 1) After installation – NO REFUND
  - 2) Refunds will be given on pre-orders up to 3 days prior to move-in of event

**To be completed by Cardholder:**

Please complete all areas below. Incomplete requests will be rejected and orders will not be processed. The Center reserves the right to decline acceptance of any card-not-present transaction at its discretion.

Corporate Card       Personal Card      Company: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal code: \_\_\_\_\_

Country: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Check One:       Visa       MasterCard       American Express       Discover

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

CID Number: \_\_\_\_\_ Visa/MC/Disc: Last 3 digits located on card back in signature panel    Amex: 4-digit number located on card front right

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_  
 BOOTH NUMBER: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

FOR OFFICE USE ONLY EVENT ID: \_\_\_\_\_  
 DATE RECEIVED: \_\_\_\_\_

**TO ASSURE AVAILABILITY OF EQUIPMENT ALL ORDERS MUST BE PLACED AND PAID IN FULL 10 BUSINESS DAYS PRIOR TO FIRST MOVE-IN DATE**

For any Audio Visual equipment or service not listed, please contact the John S. Knight Center Operations Dept. A minimum one (1) hour technician charge per room may be assessed for delivery/pick-up & set-up/tear-down, at prevailing technician rates. (Selection and/or use of equipment may require additional equipment to be properly functional)

	NO. OF DAYS	QUANT.	DAILY RATE	TOTAL
<b>COMPUTER</b>				
<b>VIDEO CAMERAS</b>				
			IBM Compatible	\$125.00
			Digital Camcorder	\$150.00
			Professional Camera Tripods	\$35.00
			Small Camera Tripods	\$15.00
			72" x 72" Tripod Screen	\$15.00
			96" x 96" Tripod Screen	\$25.00
			7.5' x 10' Fastfold Screen	\$80.00
			Dress Kit for 7.5' x 10' Screen	\$65.00
			10.5' x 14' Fastfold Screen	\$90.00
			Dress Kit for 10.5' x 14' Screen	\$85.00
<b>VIDEO MONITORS</b>			TV/VCR/Carl Package	\$110.00
			TV/DVD/Carl Package	\$110.00
			Plasma Displays	P.O.R.
			20" Flat Screen Monitor	\$100.00
			13" Combo VCR/Monitor	\$55.00
			27" Receiver/Monitor	\$75.00
			Monitor Cart	\$12.50
<b>VIDEO PROJECTORS</b>			Video Data Projector -- 2200L	\$250.00
			Video Data Projector -- 4700L	\$700.00
<b>VCR DVD</b>			VHS VCR	\$35.00
			DVD Player	\$35.00
<b>SOUND SYSTEM</b>			Basic Portable Sound System, Wired Microphone, 2/Speakers, Stands, All Cables	\$110.00
<b>MICROPHONES</b>			Wired Microphones: Lavaliere, Headset, Handheld	\$10.00
			Wireless Microphones, Lavaliere, Headset, Handheld	\$65.00
			6.5% Sales Tax	

GRAND TOTAL DUE: \_\_\_\_\_

PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

**ELECTRICAL SERVICES  
ORDER FORM**

**JOHN S. KNIGHT CENTER**

**77 EAST MILL STREET, AKRON, OH 44308  
330.374.8900 800.245.4254 Fax 330.374.8825**

EVENT NAME: \_\_\_\_\_  
 BOOTH NUMBER: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

FOR OFFICE USE ONLY  
 EVENT ID: \_\_\_\_\_  
 DATE RECEIVED: \_\_\_\_\_

**Note: To take advantage of the "Pre-Order" rate, orders must be Paid In Full 10 Business Days Prior to First Move-in date.**

	PRE-ORDER RATE	ON SITE RATE	TOTAL
<b>SECTION (A) NON-TAXABLE ITEMS</b>			
<b>LOW POWER</b>			
120 Volts up to 1000 Watts.....	\$52.00	\$62.00	\$
120 Volts up to 2000 Watts.....	\$75.00	\$90.00	\$
<b>HIGH POWER</b>			
20 Amp, 208 Volt Single Phase Service .....	\$85.00	\$100.00	\$
30 Amp, 208 Volt Single Phase Service .....	\$95.00	\$115.00	\$
30 Amp, 208 Volt Three Phase Service (30 Amps or less) .....	\$115.00	\$141.00	\$
30 Amp, 480 Volt Three Phase Service (30 Amps or less) .....	\$120.00	\$146.00	\$

**SPECIAL POWER** (For special requests, contact Customer Service, prior to submitting written request.)

208 or 480 Volt or Single Phase greater than 30 Amps.....(per Amp)	\$2.75	\$3.25	\$
208 Volt Three Phase greater than 30 Amps.....(per Amp)	\$3.80	\$4.30	\$
480 Volt Three Phase Service greater than 30 Amps .....(per Amp)	\$5.00	\$5.50	\$

**SUB-TOTAL FOR NON-TAXABLE ITEMS (SECTION A ONLY) \$** \_\_\_\_\_

<b>SECTION (B) TAXABLE ITEMS</b>			
<b>ACCESSORIES</b>			
Extension Cord.....(each)	\$10.00	\$13.00	\$
Multi-Tap Box.....	\$11.00	\$14.00	\$
Adapter for "Non-Nema" Plugs and Receptacle.....	\$15.00	\$18.00	\$

**SUB-TOTAL FOR TAXABLE ITEMS (SECTION B ONLY) \$** \_\_\_\_\_

**6.5% Sales Tax (SECTION B ONLY) \$** \_\_\_\_\_

**GRAND TOTAL DUE: \$** \_\_\_\_\_

**CREDIT CARD INFORMATION**

**Please complete the attached Credit Card Authorization & Payment Form and submit with your order forms.**

1. Rates quoted cover bringing of service to back of booth and does not include connecting your equipment.
2. All wiring or electrical work on exhibitor's display is charged on time and materials basis.
3. Tagging of equipment for proper voltage, phase, and special connections requirements is exhibitor's responsibility.
4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.
5. John S. Knight Center is not responsible for voltage or frequency variances.
6. Any motor 1/2 horsepower or larger must have a safety switch.

PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

**PLUMBING SERVICES  
ORDER FORM**

**JOHN S. KNIGHT CENTER**

**77 EAST MILL STREET, AKRON, OH 44308  
330.374.8900 800.245.4254 Fax 330.374.8825**

EVENT NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FOR OFFICE  
USE ONLY

EVENT ID: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

**Note: To take advantage of the "Pre-Order" rate, orders must be Paid In Full 10 Business Days Prior to First Move-in date.**

	PRE-ORDER RATE	ON SITE RATE	TOTAL
--	-------------------	-----------------	-------

**COMPRESSED AIR REQUIRES HOOK-UP LISTED BELOW** (Delivered at 120 PSI. Exhibitor MUST provide any regulators, etc.)

Air Outlet - Terminating at booth with 1/2 NPT shut-off valve.....	\$115.00	NON-TAXABLE ITEM	\$150.00
Secondary outlet off same.....	\$48.00	NON-TAXABLE ITEM	\$65.00
<b>WATER REQUIRES HOOK-UP LISTED BELOW</b> (NOTE: Not available in Perimeter Wall Booths)			
Water charge: first 200 gallons.....	\$50.00	NON-TAXABLE ITEM	\$63.00
Water, additional gallons over 200 .....	\$0.25/gal.	NON-TAXABLE ITEM	n/a

SUB-TOTAL FOR NON-TAXABLE AIR AND WATER SERVICES: \_\_\_\_\_

**HOOK-UP FEES**

Compressed Air hook-up fee to equipment (1-for each outlet).....	\$48.00	TAXABLE ITEM	n/a
Water outlet hook-up fee.....	\$48.00	TAXABLE ITEM	n/a

**NOTE: Additional charges will be billed directly to your Credit Card. Credit Card information is required for any Plumbing Service Order.**

6.5% SALES TAX \_\_\_\_\_

GRAND TOTAL DUE: \_\_\_\_\_

CREDIT CARD INFORMATION

Please complete the attached Credit Card Authorization & Payment Form and submit with your order forms.

Rates quoted cover only bringing of service to the booth. All work performed within the booth in attaching lines to equipment will be charged on a time and material basis in addition to the connection charges. A separate connection charge will be made for each piece of equipment using connected service, whether connected direct or otherwise. Plumbers are available at \$48/hr. Labor hired at a one-hour minimum. Sales tax (6.5%) will be applicable to labor and equipment only.

PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

REV 01/13/11

SEP - 7 2000

Ohio

John S. Knight Center

Dear Promoter:

DEPARTMENT OF  
TAXATION

The recent passage of House Bill 612 which will become effective September 29, 2000 has changed the requirements for vendors who purchase a Limited License to make retail sales at a temporary exhibition, show, fair, flea market or similar event. The Limited Vendors License will be eliminated and vendors will be required to purchase a Transient Vendors License, which may be used to make sales in all Ohio counties. This license will remain in effect until their business is dissolved, there is a change in ownership or the Tax Commissioner revokes the license. It also changed the fee for vendors obtaining a Transient Vendors License from \$100 to \$25 with "No" annual renewal fee.

In an effort to help you determine what licenses the vendor should obtain, the following is the Departments procedure before House Bill 612 takes effect:

- 1) If the vendor submits a Limited License application before September 29, 2000 for an event occurring through December 31, 2000, a Limited License needs to be issued.
- 2) If the vendor submits a Limited License application before September 29, 2000 for an event occurring after December 31, 2000 or they submit an application for a Limited License after September 29, 2000, the application and fee needs to be returned to the vendor with a copy of the attached "vendor" letter and the Transient application.

If you are promoting an event that will take place on or after September 29, 2000, please include the enclosed Transient Vendors application when mailing your packets to perspective vendors. Vendors may also obtain these applications from the Department of Taxation (Taxpayer Services Division, Ohio Department of Taxation District Offices, Sales Tax Division) or local County Auditor. They may also download this application from our website: [www.state.oh.us/tax/](http://www.state.oh.us/tax/)

If you have any questions or need assistance, contact us at the telephone number or fax number listed below.

Registration Unit  
1-888-405-4089  
Fax Number (614) 728-9905



161 S. High St. Suite 501



ST 1T Rev. 2/07
Application for
Transient Vendor's License

Vendor's license number

Please print. Federal employer identification no. Social Security no. Ohio corporate charter no.

If you are a foreign corporation, give Ohio certificate number

- 1. Check type of ownership: (10) Sole owner (20) Partnership (30) Corporation (40) Association (50) LLC (60) Fiduciary (70) LLP (80) LTD (100) Business trust

2. When did you or will you begin making taxable sales in Ohio? (mm/dd/yy)

3. Are you obtaining this license to make sales at a temporary place of business in a county in which you have no fixed place of business? Yes No

4. Provide NAICS code and state nature of business activity (For the most current NAICS listings, visit our Web site at tax.ohio.gov.)

5. Legal name (Corporation, sole owner, partnership)

6. Trade name or DBA

7. Primary address Home/office address of corporation, sole owner or partnership City State ZIP

(Home/office phone no.) (Home/office fax no.) (Business phone no.)

8. Mailing address (If different from above) City State ZIP

9. How much sales tax do you expect to collect each month? (06) Less than \$200 (01) \$200 or greater

10. If this application is for a new registration due to change in ownership, please list the old account number.

11. If you operate as a corporation or partnership, list appropriate names, addresses and social security numbers below.

President/Partner Name Street City State ZIP Social Security no.

Vice Pres/Partner Name Street City State ZIP Social Security no.

Secy/Treas/Partner Name Street City State ZIP Social Security no.

I hereby declare the above to be true and correct to the best of my knowledge and belief.

Date Signature of owner or officer of company

Fee for this license - \$25 (made payable to Ohio Treasurer of State). Send the original application and \$25 fee to: Ohio Department of Taxation, Registration Unit, P.O. Box 182215, Columbus, OH 43218-2215. Phone: (888) 405-4089. Retain a copy for your records.

**JOHN S. KNIGHT CENTER USE ONLY:**

Event/Promoter Name:  
Event Date(s):  
Event #:



**JOHN S. KNIGHT CENTER**

**PAYMENT OPTIONS**

**IF FAXING OR EMAILING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES**

FAX: 330.374.8971      EMAIL: vkillian@visitakron-summit.org

**CHECKS:**

**COMPANY OR PERSONAL CHECK** provided it will be received by JSK on or before the due date.  
**CASHIERS/OFFICIAL BANK CHECK** is required if payment will not be received by JSK on or before the due date.

**DIRECT DEPOSIT / EFT (Electronic Funds Transfer) INFORMATION:**

Account Name: Akron/Summit Convention & Visitors Bureau, Inc.  
Bank Name: PNC Bank  
Routing Number: 021052053  
Account Number: 18083439

**Note: Please fax or email notification of Direct Deposit/EFT.**

**CREDIT CARD:**

**CREDIT CARD AUTHORIZATION:**

I, the undersigned cardholder, give the John S. Knight Center, Akron, OH, USA authorization to charge my credit card for the amount totaling \$\_\_\_\_\_ (US Currency) for (✓ all that apply) Space \_\_\_\_, Ancillary \_\_\_\_, Catering \_\_\_\_.

**TO BE COMPLETED BY CARDHOLDER:**

Please complete all information fields below. Incomplete requests will be rejected and orders will not be processed. The John S. Knight Center reserves the right to decline acceptance of any card-not-present transaction at its discretion.

**NOTE: Please type or print clearly!**

CHECK ONE:     Corporate Card       Personal Card

Cardholder Name: \_\_\_\_\_ Company: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

CHECK ONE:     VISA       MASTERCARD       AMERICAN EXPRESS       DISCOVER CARD

CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CID #: \_\_\_\_\_ VISA/MC/DISCOVER: Last 3 digits on card back signature panel; AMEX: 4-digit number located on card front right.

Signature of Cardholder: \_\_\_\_\_