

expo **SERVICES**

Ohio Expo Center

Expo Services LLC is proud to have been selected as the official decorator at this year's event. Please review the following information and attached forms.

PAY CLOSE ATTENTION TO DEADLINES FOR ADVANCE PRICING.

Deadline Dates –

Order Form Advance Rate –

Standard pricing applies on all orders received after _____ and ALL orders placed at the show.

Booth Items provided -

Each 10' x10' Exhibit Space provided with the following:

- 8 ft. high Background Drapery
- 3 ft. high Side Rail Drapery

These materials are provided by Show Management and will be automatically installed in your booth space. These items cannot be exchanged or returned for credit.

Carpeting– The Facility is Not Carpeted.

Exhibitors Supplying their Own Floor Covering: You are responsible for the complete removal of carpet/floor covering you supply for your booth space once the event closes. Carpet/floor covering **CANNOT** be stuck onto the expo center floor in any way other than with tape that is available from Expo Services. Failure to remove carpet/floor covering completely will result in fees charged to your account.

Utility Services –

- Electric Services Provided by Expo Services (see attached order form)
- Internet and Telephone Services Provided by Mobile Midway: Please contact directly by either calling directly at 888-295-0567 or through the internet at www.expo.mobilemidway.com
- For Water and Natural Gas: Please Contact the OHIO EXPO CENTER directly. Information is available at their website: www.ohioexpocenter.com

Please keep in mind that these forms as well as payment for these services must be returned DIRECTLY to the Service Provider

Payment Policy –

Payment of **100%** is required with the order of services, plus tax and all anticipated freight handling charges. Credit card information for payment of advance orders and show site orders must be forwarded to Expo Services in order for us to provide any equipment or services. All services and furnishings ordered on the show floor must be paid in full at the time the order is placed. **Cancellations made after move-in begins receive NO refund.**

Freight Shipments –

All Shipments Must Be Prepaid. Expo Services will NOT accept unpaid shipments.

All Shipments must be consigned to Expo Services in order to be accepted. The Expo Center will NOT accept direct shipments consigned to them. We have enclosed shipping labels for your convenience to use when shipping to the advance warehouse or directly to the show site.

All shipments will incur a drayage (freight handling) charge. The weight listed on the inbound bill of lading will serve as the basis for the drayage charges for that shipment. (You may use a certified scale slip weight in lieu of a bill of lading). **Please see the Material Handling Rates/Drayage/Label forms for more information and rates.**

Any shipment received at either the advance warehouse or the show site, without payment information on file with Expo Services will be held in receiving until ALL charges are PAID IN FULL.

Labeling Freight—

- Expo Services and Show Management are not Responsible for refused shipments that are not properly labeled. Shipping labels are provided in this service kit for your convenience. Special labels are also included for banner/sign hanging. Please use these for signs or banners that are to be hung from the ceiling of the Expo Center.
- If your company has more than one booth, make sure that all of your suppliers are aware of this and label freight accordingly. Freight will be delivered to the booth number and exhibit name on the label. Incorrectly labeled freight (i.e. wrong exhibit name and/or booth number) is not the responsibility of Expo Services nor Show Management.
- If you are expecting shipments (i.e. products, literature, etc.) from various suppliers or plan on making shipments for any of the special events which will be conducted at the expo, PLEASE contact Expo Services for instructions or special shipping labels. Failure to comply may result in shipments being refused and returned to sender.

- ADVANCE WAREHOUSE ADDRESS:

**OHIO EXPO CENTER
C/O EXPO SERVICES LLC- BRICKER
717 EAST 17TH AVE
COLUMBUS OHIO 43211**

General Freight Information Continued:

Display houses and secondary party shippers are not authorized to provide material handling services to the exhibitor. ALL freight will be unloaded by Expo Services.

No secondary party shipments will be received unless information including credit card information is on file with Expo Services.

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight, and description of contents. Upon shipping, immediately forward a copy of the bill of lading to Expo Services and your show site representatives.

The weight of your vehicle empty and loaded MUST be documented with certified weight receipts for billing purposes. Expo Services will unload all shipments after your driver submits certified weight receipts at the receiving site.

Exhibitors may unload and reload their own vehicles provided they can do it themselves without assistance from Expo Services or Show Management. Exhibitors must provide their own hand trucks and dollies. These items are not available for rent. Exhibitors may NOT bring their own motorized pallet jacks or forklifts.

Forklift Service - Available from Expo Services llc. Rates are shown on Freight and Material Handling Form.

Empty Carton Storage

For those exhibitors that shipped freight to the exhibit hall, empty cartons will be picked up, stored and returned at the close of the show IF they are affixed with the empty labels by the exhibitor. These labels are available at our customer service desk and are for empty storage only. Exhibitors will NOT be able to access the empty cartons during the show.

Accessible Storage

Exhibitors that require access to product or materials during the show may store it in Accessible Storage. Each skid (pallet) will need to have the appropriate "Accessible Storage" labels affixed to it. Labels are available at our customer service desk. **Please see the Accessible Storage form for information and rates.**

Move-Out Procedure

Exhibitors are not permitted to remove their materials from the exhibit hall until after the official closing announcement has been made, the aisle carpet has been removed and all of the empty containers are returned to the booths.

Exhibitor Move-Out:

At the close of the event, **DO NOT** leave any items (display, literature, etc.) unattended in your booth. If you must leave the hall, please stop by the Expo Services customer service desk to inform them as to when you will return. **Expo Services and Show Management are not responsible for items left unattended.**

Outbound Freight

The official show carrier is **YRC**. You may choose another carrier for your outbound shipping.

It is the exhibitor's responsibility to contact the freight carrier to arrange for pickup IF you are not using the official show carrier. Freight will NOT be returned to the warehouse.

An **Expo Services Bill of Lading** is **REQUIRED** for **ALL** shipments regardless of carrier and **must be turned in to the Expo Services customer service desk**. Expo Services and Show Management are not responsible for items that do not have an Expo Services Bill of Lading on file. Bills of Lading and blank shipping labels are available at the Expo Services /customer service desk.

Shipping via UPS or FEDEX

If shipping via UPS or FedEx, please confirm with UPS or FedEx that they will pick up on _____

Please note this is an early morning pickup for UPS and FedEx and may not pickup this early at all locations. If they fail to pickup by _____ it will be re-routed onto the official show carrier and you will be invoiced for for payment by the Show Carrier. NO EXCEPTIONS Freight will not be returned to the warehouse.

Driver Check-In

All carriers must check in with Expo Services on-site at the Expo Services Freight Desk starting at 4:00 PM and **NO LATER THAN 9:00PM**

Any carrier checking in after _____, will be loaded on _____, starting at 9:00 AM.

Re-Route Time:

Any shipment not picked up by _____ will be **Re-Routed** onto the official show carrier. You will either be invoiced for payment by the official show carrier or required to pay upon delivery of your shipment. **NO EXCEPTIONS.** Freight **will not** be returned to the warehouse.

All outbound shipping paperwork and Expo Services Bill of Lading MUST be turned into the Expo Services Customer Service Desk. Expo Services will not be responsible or liable for any items left on the exhibit floor without proper documents turned into the Expo Services Customer Service Desk. Forms can be picked up at the Expo Services Customer Service Desk.

AT NO TIME CAN ANY CARRIER OR INDEPENDENT CONTRACTOR SOLICIT ON THE EXHIBIT FLOOR

Assistance

For decorating and shipping assistance contact Expo Services, the Official Service Contractor, at
PO Box 2969 Zanesville Ohio 43702 Phone/Fax: 740-454-1201

If you have any questions regarding this event, please contact Scott Perone:
exposervicesoec@gmail.com

Tips on Material Handling/Drayage

- Furnish accurate weight tickets with your shipment
- Properly label/address all shipments to avoid miss-delivered freight. Shipping labels are provided this service kit for your convenience.
- Label your freight with the number of total pieces- example 1 of 3, 2 of 3, 3 of 3.
- Take a copy of tracking numbers to the show.
- Consolidate your shipments. Separate shipments received by Expo Services will not be combined. The minimum 200 lb charge applies to each shipment Expo Services receives.
- Please be aware that small package handlers (UPS and FedEx) may split shipments and deliver them on different days, resulting in Expo Services receiving multiple shipments.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.
- Shipments arriving at the same time from different destinations are considered separate shipments.

EXPO SERVICES

CORPORATE OFFICE:

P O Box 2969
ZANESVILLE, OH 43702
PHONE/FAX: 740-454-1201
E-MAIL:
EXPOSERVICESOEC@GMAIL.COM

Payment Information Form

*** THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER ***

SERVICES AND EQUIPMENT ORDERS

NOTE: COMPLETE ONLY THE INFORMATION ASSOCIATED WITH ENCLOSED FORMS

	Taxable	Non Taxable
A) Booth Decorating Form _____	\$ _____	\$ _____
B) Carpet Rental Order Form _____	\$ _____	\$ _____
C) Sign and Banner Rigging Form _____	\$ _____	\$ _____
D) Shipping/Freight Service Order Form _____	\$ _____	\$ _____
E) Electric Form _____	\$ _____	\$ _____
F) Taxable Sub Total ____ (sum A thru E) _____	\$ _____	
H) Sales/Use Tax _____	\$ _____	

CREDIT CARD PAYMENTS ONLY- Add 3% of Total

TOTALS _____ \$ _____ + \$ _____ = \$ _____
(Sum F & G) (Sum A thru E) **TOTAL**

NOTE: All sales & rentals are subject to Ohio Sales/Use Tax

If you are exempt from sales/use Tax within the State of Ohio, you must provide a Certificate of Exemption or pay applicable tax.

METHODS OF PAYMENT

CHECKS - Please complete the following:

MAKE CHECKS PAYABLE TO : EXPO SERVICES

Check Number: _____ Dated _____

Amount \$ _____

NOTE: All Checks are deposited upon receipt. Do not post date!

There is a \$25.00 charge for all checks returned by the bank. Signature _____

CREDIT CARD - Please complete the following: VISA M/C AM EX DIS
(CIRCLE ONE)

Acct. Number _____

Exp. Date _____ I.D. Number _____ 3 or 4 digit no. on back of card

Card Holder _____

PAYMENT MUST BE RECEIVED IN FULL PRIOR TO DEADLINE TO BE ENTITLED TO ADVANCE RATE

CONDITIONS OF RENTAL: NO EXHIBITOR MATERIALS CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING. NO RENTAL ITEMS/MATERIALS MAY BE ALTERED IN ANY WAY. ANY AND ALL DAMAGES/ALTERATIONS WILL BE CHARGED AT REPLACEMENT COST AND WILL BE THE RESPONSIBILITY OF THE EXHIBITOR. (rental rates will not apply as credit)

Name of Event _____	Booth No. _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELED OR CHANGED AT SHOW SITE.
Firm Name _____	Tel. No. _____	
Address _____	City _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
State _____	Zip _____	
Print Your Name _____	Signature _____	

THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. KEEP A COPY FOR YOUR RECORDS

expo SERVICES

Order Form A

CORPORATE OFFICE:

P O Box 2969
ZANESVILLE, OH 43702
PHONE/FAX: 740-454-1201
E-MAIL:
EXPOSERVICESOEC@GMAIL.COM

BOOTH DECORATING FORM

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

FURNITURE - TABLES - CARPETING - ACCESSORIES

QTY	TABLES & RISERS (undraped)	ADVANCE RATE	FLOOR RATE	EXTENDED PRICE
	TABLE - 24"x 4'x 30"	\$28.00	\$34.00	
	TABLE - 24"x 6'x 30"	\$30.00	\$36.00	
	TABLE - 24"x 8'x 30"	\$33.00	\$40.00	
	RISER - 12"x 4'x 12"	\$15.00	\$20.00	
	RISER - 12"x 6'x 12"	\$20.00	\$25.00	
	RISER - 12"x 8'x 12"	\$30.00	\$35.00	
	Extend Table to 40" High (Adder)	\$12.00	\$15.00	
TABLES & RISERS (draped)		<i>Circle color preferred -</i>	Black - Blue - Red - White - Maroon - Yellow - _____	
	TABLE - 24"x 4'x 30"	\$42.00	\$50.00	
	TABLE - 24"x 6'x 30" 3 sides	\$59.00	\$75.00	
	TABLE - 24"x 8'x 30" 3 sides	\$70.00	\$80.00	
	FULL SKIRT (FOUR SIDES) ADDER	\$35.00	\$45.00	
	RISER - 12"x 4'x 12"	\$22.00	\$35.00	
	RISER - 12"x 6'x 12"	\$29.00	\$40.00	
	RISER - 12"x 8'x 12"	\$40.00	\$50.00	
	Extend Table to 40" High (Adder)	\$24.00	\$30.00	
SPECIAL BOOTH DRAPE		<i>Circle color preferred -</i>	Black - Blue - Red - White - Maroon - Yellow - _____	
	Siderail Drape 36"Ht. / Linear Ft	\$3.00	\$7.00	
	Back Drape 8' Ht. / Linear Ft.	\$6.00	\$8.00	
	White Vinyl Table Cover	\$12.50	\$15.00	
	Special Skirting 30"Ht. / Linear Ft.	\$4.50	\$5.50	
	Special Skirting 40"Ht. / Linear Ft.	\$5.00	\$6.00	
FURNITURE				
	FOLDING CHAIR	\$5.00	\$6.00	
	STACK CHAIR	\$25.00	\$32.00	
	BAR STOOL	\$40.00	\$48.00	
	OFFICE CHAIR	\$40.00	\$48.00	
	EASEL, Chrome Tripod	\$17.50	\$22.50	
	WASTE BASKET	\$8.00	\$12.00	
	other requests: (call for Pricing)			
Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"			Taxable SUB-TOTAL	

The above is a basic listing of items available. Contact a representative for quotation on other items.

Name of Event _____ Booth No. _____		50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____ Tel. No. _____		
Address _____ City _____ State _____ Zip _____		PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
Print Your Name _____ Signature _____		

THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. KEEP A COPY FOR YOUR RECORDS

EXPO SERVICES

Order Form B

CORPORATE OFFICE:

P O Box 2969
ZANESVILLE, OH 43702
PHONE/FAX: 740-454-1201
E-MAIL:
EXPOSERVICESOEC@GMAIL.COM

CARPET RENTAL ORDER FORM

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping. Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas. Cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area exhibit carpet is desired, see section below

CHECK ONE	ADVANCE RATE	FLOOR RATE	CHECK ONE	ADVANCE RATE	FLOOR RATE
10Ft. x 10 Ft.	\$105.00	\$125.00	10Ft. x30 Ft.	\$250.00	\$295.00
10 Ft. x 20Ft.	\$175.00	\$205.00	10Ft. x40 Ft.	\$325.00	\$375.00
Bulk spaces per sq. ft	\$1.00	\$1.25			

Circle One: Black - Blue - Red - Grey - Green - other _____

COMPLETE EXHIBIT AREA CARPET

Complete exhibit area carpet price includes laying ,trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to you exact measurements

Custom cut - Special Order Final Price is dependent on actual carpet cost

Complete AreaSize _____ Ft. x _____ Ft. = _____ Sq. Ft. @	ADVANCE RATE	FLOOR RATE	TOTAL
	\$2.25	\$2.75	

Circle One: Black - Blue - Red - Grey - Green - other _____

PADDING - PROTECTIVE PLASTIC COVERING - TAPE

- ☐ Padding Area Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @ \$0.85 / Sq. Ft. = \$ _____
- ☐ Protective Plastic Area _____ Ft. x _____ Ft. = _____ Sq. Ft. @ \$0.15 / Sq. Ft. = \$ _____
- ☐ Additional Carpet Tape _____ Ft. @ \$1.00 Linear. Ft. = \$ _____

VACUUMING/CLEANING

Individual cleaning for your booth may be ordered by checking below
(Charges are based on gross booth area)

- ☐ Vacuuming ONCE prior to show opening\$.25 per sq. ft.
- ☐ Vacuuming EVERY DAY during event.....\$.20 per sq. ft. per day
- ☐ Vacuuming, dusting display area & emptying waste-baskets.....\$.30 per sq. ft. per day

Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x \$ _____ per sq. ft. x _____ days = \$ _____

Total each of the top three sections and enter here
Total from VACUUM/CLEANING Section enter here

Taxable SUB-TOTAL _____
Non Taxable SUB-TOTAL _____

Name of Event _____ Booth No. _____ 50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.

Firm Name _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____ PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.

Print Your Name _____ Signature _____



ORDER FORM C

CORPORATE OFFICE:

P O Box 2969
ZANESVILLE, OH 43702
PHONE/FAX: 740-454-1201
E-MAIL:
EXPOSERVICESOEC@GMAIL.COM

OHIO EXPO CENTER
Exhibitor Services: Sign & Banner, Rigging, & Labor Request

Name of Event: _____ Booth Number: _____

Firm Name: _____ Tel. No. _____

Ordered by: _____ Signature: _____ Date: _____

RIGGING INFORMATION

Set-up Date _____ Time: _____ Take Down Date: _____ Time: _____

Location of Services: _____

Description of Services: _____

Special Instructions: _____

RIGGING COST ESTIMATE

RIGGING MATERIALS EXTRA

Sign & Banner Hanging:**Move-in Move-Out:****Mon-Fri - 1 hour Minimum**

	<u>Rate</u>	<u># Men</u>	<u>Hours/man</u>	<u>Total</u>
8:00AM - 5:00PM	\$35/hr	_____	_____	_____

5:00PM - 12:00AM	\$45/hr	_____	_____	_____
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12:00AM - 8:00AM	\$70/hr	_____	_____	_____
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Sat-Sun - 1 hour Minimum

8:00AM - 5:00PM	\$45/hr	_____	_____	_____
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5:00PM - 12:00AM	\$55/hr	_____	_____	_____
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12:00AM - 8:00AM	\$90/hr	_____	_____	_____
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Scissor Lift (when needed)	\$25/hr	_____	_____	_____
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Fork Lift Service (2 hour Minimum)	\$65/hr.	_____	_____	_____
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SALES TAX - ADD 7.5% _____

TOTAL _____

(1) No Exhibitors or Decorators are permitted to hang any material from OEC buildings

(2) A drawing for placement of signs or banners must be shipped with item for advanced rigging to EXPO SERVICES

50% CANCELLATION FEE FOR

Name of Event _____ Booth No. _____ **ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.**

Firm Name _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____ **PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.**

Print Your Name _____ Signature _____



SERVICES

Order Form D

CORPORATE OFFICE:

P O Box 2969

ZANESVILLE, OH 43702

PHONE/FAX: 740-454-1201

E-MAIL:

EXPOSERVICESOEC@GMAIL.COM

FREIGHT SERVICE AND MATERIAL HANDLING

Category	Description	Rate per CWT
1.	Advanced Warehouse Shipments – Received on or before Deadline Date	\$ 32.00
2.	Targeted/On Site Shipment – Contact Expo Services	
3.	Uncrated Advanced – Non-palletized/non-rolling/loose shipments that require special handling that is received prior to Deadline Date	\$ 32.00
4.	Uncrated Targeted - Contact Expo Services	
5.	Small Package Deliveries – UPS and FEDEX etc. ADDRESSED c/o EXPO SERVICES LLC	
5.1	1-49 lb (combined)	\$10.00
5.2	50-100 lb (combined)	\$25.00
	Shipments over 100 lb. – CWT rate applies (2 CWT minimum)	
6.	Forklift Service – Hourly rate with operator (2 hour minimum)	\$65.00 per Hour
7.	Refrigeration Services- Contact Expo Services Directly for Pricing	

a.) Expo Services llc provides Shipping Labels which should be completed and placed on each container shipped to the Columbus, Ohio address.

Transfer SUBTOTAL to “PAYMENT INFORMATION FORM”

Name of Event _____	Booth No. _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____	Tel. No. _____	
Address _____	City _____ State _____ Zip _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
Print Your Name _____	Signature _____	

EXPO SERVICES

CORPORATE OFFICE:

P O Box 2969
ZANESVILLE, OH 43702
PHONE: 740-454-1201
FAX: 740-454-4809
E-MAIL:
EXPOSERVICESOEC@GMAIL.COM

Order Form E

EXHIBITOR ORDER FORM

OHIO EXPO CENTER ELECTRICAL SERVICES

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

RATES

Rates quoted below cover reasonable access to electrical circuit and DO NOT include connecting equipment or special wiring.
All wiring and electrical work on exhibitor's display will be charged on a time and material basis.
Proper tagging of equipment indicating voltage, phase, current, etc. is the responsibility of the exhibitor!

SPECIAL WIRING

Electrical labor rate is \$50.00 per hour between 8:00AM and 5:00PM
Double time rate applies after 5:30PM and on Saturday, Sunday, and Holidays. Labor billed at 1 hour minimum.
Two weeks advance notice on all labor orders is required. All clean line requests will be done by quotation only.
Additional charges may apply for outdoor exhibitor spaces.
ELECTRICAL OUTLET MAY BE ON PILLER BEHIND BOOTH IF NOT IN BOOTH. FOR QUOTE CALL 740-454-1201

ELECTRICITY AND ACCESSORIES

QUANTITY	SINGLE PHASE	ADVANCE RATES	FLOOR RATES	TOTAL
	120 Volt 0-1000W	\$ 50.00 per outlet	\$ 75.00 per outlet	
	120 Volt 1000- 2000W	\$ 55.00 per outlet	\$ 80.00 per outlet	
	208 Volt 20 Amp	\$ 75.00 per outlet	\$ 110.00 per outlet	
	208 Volt 30 Amp	\$ 95.00 per outlet	\$ 135.00 per outlet	
	208 Volt 50 Amp	\$ 125.00 per outlet	\$ 175.00 per outlet	
	THREE PHASE			
	208 Volt 20 Amp	\$ 125.00 per outlet	\$ 185.00 per outlet	
	208 Volt 30 Amp	\$ 140.00 per outlet	\$ 200.00 per outlet	
	208 Volt 50 Amp	\$ 165.00 per outlet	\$ 235.00 per outlet	
	EQUIPMENT			
	Extension Cord (one receptacle)	\$ 20.00 each	\$ 30.00 each	
	3-Way Cube Tap (three receptacle)	\$ 20.00 each	\$ 30.00 each	
	4-Way Quad Box	\$ 25.00 each	\$ 35.00 each	
	LABOR			
	LABOR IN Straight time	*****	\$ 50.00 per hour	
	LABOR IN Over time	*****	\$ 100.00 per hour	
	LABOR OUT Straight time	*****	\$ 50.00 per hour	
	LABOR OUT Over time	*****	\$ 100.00 per hour	
PAYMENT		Non-taxable SUB-TOTAL		

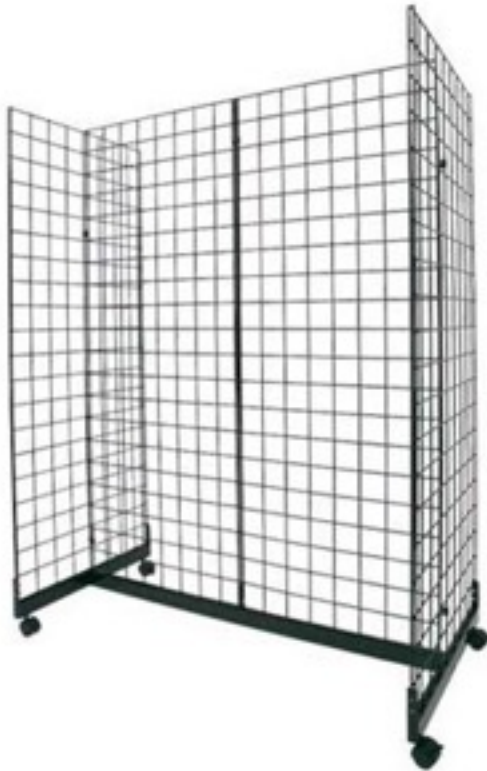
Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"

Name of Event _____ Booth No. _____		50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____ Tel. No. _____		
Address _____ City _____ State _____ Zip _____		PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
Print Your Name _____ Signature _____		

THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. KEEP A COPY FOR YOUR RECORDS

ALL OTHER EXHIBIT MATERIALS AND SERVICES **AVAILABLE FOR RENT**

If you have any other display needs not represented in the previous lists of products and services, Please contact Expo Services (740-454-1201) for pricing and availability. Additional services Include: plants, gridwall display systems, desks, office chairs, furniture, custom signage, and custom displays.



ADVANCE SHIPPING LABELS

**ADVANCE
TO WAREHOUSE**

EXHIBITOR NAME:

BOOTH#

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo
SERVICES, LLC

**ADVANCE
TO WAREHOUSE**

EXHIBITOR NAME:

BOOTH#

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo
SERVICES, LLC

**ADVANCE
TO WAREHOUSE**

EXHIBITOR NAME:

BOOTH#

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo
SERVICES, LLC

ADVANCE SHIPPING LABEL

ON SITE

EXHIBITOR NAME: _____

BOOTH# _____

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo

SERVICES, LLC

ON SITE

EXHIBITOR NAME: _____

BOOTH# _____

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo

SERVICES, LLC

HANGING SIGN

EXHIBITOR NAME: _____

BOOTH# _____

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo

SERVICES, LLC