

EXPO SERVICES

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

Payment Information Form

v. 1/26

***** 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 3.5% 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

<p>CHECKS - Please complete the following:</p> <p>MAKE CHECKS PAYABLE TO : EXPO SERVICES</p> <p>Check Number: _____ Dated _____</p> <p>Amount \$ _____</p> <p>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 _____</p>	<p>CREDIT CARD - Please complete the following: VISA M/C AM EX DIS <small>(CIRCLE ONE)</small></p> <p>Acct. Number _____</p> <p>Exp. Date _____ I.D. Number _____ 3 or 4 digit no. on back of card</p> <p>Card Holder _____</p>
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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

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BOOTH DECORATING FORM

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

v. 1/26

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.

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Firm Name _____	Tel. No. _____	
Address _____	City _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
State _____	Zip _____	
Print Your Name _____	Signature _____	

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EXPO SERVICES

Order Form B

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CARPET RENTAL ORDER FORM

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

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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.	\$125.00	\$150.00	10Ft. x30 Ft.	\$260.00	\$305.00
10 Ft. x 20Ft.	\$185.00	\$215.00	10Ft. x40 Ft.	\$335.00	\$385.00
Bulk spaces per sq. ft	\$1.15	\$1.40			

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	ADVANCE RATE	FLOOR RATE	TOTAL
Complete AreaSize _____ Ft. x _____ Ft. = _____ Sq. Ft. @		\$2.35	\$2.85	

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 _____

50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
 PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.

Name of Event _____ Booth No. _____
 Firm Name _____ Tel. No. _____
 Address _____ City _____ State _____ Zip _____
 Print Your Name _____ Signature _____



Order Form C

CORPORATE OFFICE
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OHIO EXPO CENTER Exhibitor Services Sign & Banner Rigging

v. 1/26

Name of Event _____ Location _____
Firm Name _____ Tel. No. _____
Address _____ City _____ State _____ Zip _____
Event # _____ Date _____
Print Your Name _____ Signature _____

RIGGING INFORMATION

Set-up Date _____ Time _____ Take Down Date _____ Time _____
Location of Hanging _____
Type, Size, and Number of Hangings _____
Special Instructions _____

RIGGING COST ESTIMATE

(RIGGING MATERIALS EXTRA)

Sign & Banner Hanging:

Move-in:	Rate	# of Workers	Hours/Worker	Total
Mon - Fri (1 hr minimum)				
8AM - 5PM	\$54/hr	_____	_____	_____
5PM - 12AM	\$60/hr	_____	_____	_____
12AM - 8AM	\$108/hr	_____	_____	_____
Sat - Sun (1 hr minimum)				
8AM - 5PM	\$64/hr	_____	_____	_____
5PM - 12AM	\$75/hr	_____	_____	_____
12AM - 8AM	\$150/hr	_____	_____	_____
Lifts				
Scissor Lift	\$35/hr	_____	_____	_____
Boom Lift	\$60/hr	_____	_____	_____

Add 30% to all orders not received at least two weeks prior to show date.

Total: _____

RULES:

- 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.

PAYMENT

CHECKS - Complete the following:

Please make checks payable to: Expo Services

Check # _____ Dated _____

Amount \$ _____

All checks are deposited upon receipt. Do not postdate.

There is a \$25 charge for all checks returned by the bank.

CREDIT CARD - Complete the following: VISA M/C AMEX DIS

3.5% PROCESSING FEE.

(CIRCLE ONE)

Acct # _____

Exp. Date _____ CVV _____ (3 or 4 digit code)

Card Holder _____

Signature _____

Billing address _____

EXPO SERVICES

Order Form D

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FREIGHT SERVICE AND MATERIAL HANDLING

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Category	Description	Rate per CWT
1.	Advanced Warehouse Shipments – Received on or before Deadline Date	\$ 45.00
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	\$ 45.00
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)	\$15.00
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)	\$75.00 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”

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Firm Name _____	Tel. No. _____	
Address _____	City _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
State _____	Zip _____	
Print Your Name _____	Signature _____	

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EXHIBITOR ORDER FORM: OHIO EXPO CENTER ELECTRICAL SERVICES

ADVANCE RATE: ORDER MUST BE RECEIVED 2 WEEKS PRIOR TO OPENING DAY OF SHOW.

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE.

v. 1/26

RATES

SPECIAL WIRING

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.

Electrical labor rate is \$75.00/hr between 8AM and 5PM. Double time rate applies after 5:30PM on weekdays, all day Saturday and 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 pillar behind booth if not on booth.**
 For quote, call 740-454-1201.

ELECTRICITY AND ACCESSORIES

QTY	SINGLE PHASE	ADVANCED RATES	FLOOR RATES	TOTAL
_____	120 Volt 0-1000W	\$80/outlet	\$115/outlet	_____
_____	120 Volt 1000-2000W	\$90/outlet	\$135/outlet	_____
_____	208 Volt 20 Amp	\$115/outlet	\$155/outlet	_____
_____	208 Volt 30 Amp	\$140/outlet	\$180/outlet	_____
_____	208 Volt 50 Amp	\$175/outlet	\$215/outlet	_____
THREE PHASE				
_____	208 Volt 20 Amp	\$175/outlet	\$235/outlet	_____
_____	208 Volt 30 Amp	\$190/outlet	\$250/outlet	_____
_____	208 Volt 50 Amp	\$205/outlet	\$265/outlet	_____
EQUIPMENT				
_____	Extension Cord (one receptacle)	\$30 each	\$40 each	_____
_____	3-Way Cube Tap (three receptacle)	\$30 each	\$40 each	_____
_____	4-Way Quad Box	\$35 each	\$45 each	_____
LABOR				
_____	LABOR IN Straight time	-----	\$75/ hr	_____
_____	LABOR IN Over time	-----	\$135/ hr	_____
_____	LABOR OUT Straight time	-----	\$75/ hr	_____
_____	LABOR OUT Over time	-----	\$135/ hr	_____

Total:

PAYMENT

CHECKS - Complete the following:

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Check # _____ Dated _____

Amount \$ _____

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There is a \$25 charge for all checks returned by the bank.

CREDIT CARD - Complete the following: VISA M/C AMEX DIS

3.5% Processing Fee.

(CIRCLE ONE)

Acct # _____

Exp. Date _____ CVV _____ (3 or 4 digit code)

Card Holder _____

Signature _____

PLEASE COMPLETE THIS PORTION. (For CREDIT CARD PAYMENTS - Provide C.C. billing address)

Name of Event _____ Booth Number(s) _____ Email: _____

Firm Name _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____

Print Your Name _____ Signature _____

Credit Cards unprocessed due to insufficient funds may not be eligible for Advance Rates.

50% Cancellation Fee for ALL orders cancelled or charged at show site. Payment must be received **BEFORE** service is provided.

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