

EXPO **SERVICES**

CORPORATE OFFICE:

P O Box 2969

ZANESVILLE, OH 43702

PHONE: 740-454-1201

FAX: 740-454-4809

EMAIL: exposervicesoec@gmail.com

DECORATOR'S SERVICE KIT

OHIO STATE FAIR

JULY 26, - AUGUST 6, 2017

Expo Services is proud to be the named the official decorator/exhibitor services contractor for this year's OHIO STATE FAIR. We welcome you as a participant, and as your full service decorator, we look forward to providing all your decorating needs. We have included forms for the basic, most requested services and rental items. We can also assist with your special requirements. Please do not hesitate to contact our office for information. Please place your requests as early as possible. This will assure availability of your requests and allow you to take advantage of the Discount Rate. After the Deadline date all orders will be first come, first serve and as available. The Standard Rate will apply.

ORDER/PAYMENT INFORMATION

Orders must be mailed, faxed, or on site. No phone orders will be accepted. Our fax line is open 24 hours. If forms are faxed, do not duplicate via mail. Always keep a copy of any orders for your records. To qualify for **Discount Rate**, orders must be received in our office by the deadline date shown on the form. Full payment, including applicable Ohio State Tax, must be included. If you are exempt from Ohio Sales/Use Tax, you must include a copy of your Exemption Certificate with your order or the appropriate tax will be charged. Please complete all information requested on your order form. Failure to do so will only delay processing order. Please allow 3 to 5 days for mailing. Orders received after the deadline will be charged the **Standard Rate** and you will be invoiced the balance due. In case of credit card orders, the adjustment will be made to your order. Orders received without full payment will not be processed until full payment is received. Please do not post date or pre date checks. Any and all checks returned by the bank will be subject to a \$25.00 fee. **Please note:** No credit will be given after the close of the event. If there is a problem, it is your responsibility to contact us, either at our service desk or by calling our office prior to the opening of the event so the problem can be addressed.

Please do not hesitate to contact our office. We will make every effort to satisfy your requests or answer any questions. We are looking forward to assisting you during this event

Have a Great Fair!

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Payment Information Form **DEADLINE DATE July 12th, 2017**

***** 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/Banner Hanging Service Form _____	\$ _____	\$ _____
D) Display Labor/Booth Forklift Form _____	\$ _____	\$ _____
E) Shipping/Freight Service Order Form _____	\$ _____	\$ _____
F) Taxable Sub Total ____ (sum A thru E) _____	\$ _____	
Ohio Sales/Use Tax ____ (F x 7.5%) _____	\$ _____	
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 <u>2017 OHIO STATE FAIR</u>	Booth Number(s) _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELED 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 _____	

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Order Form A BOOTH DECORATING FORM

DEADLINE DATE July 12th, 2017

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"	\$15.00	\$20.00	
	TABLE - 24"x 6'x 30"	\$20.00	\$25.00	
	TABLE - 24"x 8'x 30"	\$25.00	\$30.00	
	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)		Circle color preferred	Black - Blue - Red - White - Maroon - Yellow - _____	
	TABLE - 24"x 4'x 30"	\$40.00	\$50.00	
	TABLE - 24"x 6'x 30" 3 sides	\$50.00	\$75.00	
	TABLE - 24"x 8'x 30" 3 sides	\$60.00	\$80.00	
	FULL SKIRT (FOUR SIDES) ADDER	\$35.00	\$45.00	
	RISER - 12"x 4'x 12"	\$25.00	\$35.00	
	RISER - 12"x 6'x 12"	\$30.00	\$40.00	
	RISER - 12"x 8'x 12"	\$40.00	\$50.00	
	Extend Table to 40" High (Adder)	\$20.00	\$24.00	
SPECIAL BOOTH DRAPE		Circle color preferred	Black - Blue - Red - White - Maroon - Yellow - _____	
	Siderail Drape 36"Ht. / Linear Ft	\$5.00	\$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	\$30.00	
	BAR STOOL	\$25.00	\$30.00	
	OFFICE CHAIR	\$40.00	\$45.00	
	EASEL, Chrome Tripod	\$17.50	\$20.00	
	WASTE BASKET	\$8.00	\$12.00	
	other requests: (call for Pricing)			
PAYMENT	Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"		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 _____	State _____ Zip _____
Print Your Name _____	Signature _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.

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

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Order Form B CARPET RENTAL ORDER FORM

DEADLINE DATE July 12th, 2017
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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
9 Ft. x 10 Ft.	\$80.00	\$100.00	9 Ft. x 30 Ft.	\$225.00	\$270.00
9 Ft. x 20 Ft.	\$150.00	\$180.00	9 Ft. x 40 Ft.	\$300.00	\$350.00
10 Ft. x 10 Ft.	\$95.00	\$130.00	15 Ft. x 18 Ft.	\$235.00	\$280.00

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

Complete Area Size _____ 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	Taxable SUB-TOTAL _____
Total from VACUUM/CLEANING Section enter here	Non Taxable SUB-TOTAL _____

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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Order Form D OHIO EXPO CENTER Exhibitor Services Sign & Banner Rigging Request

SCHEDULING INFORMATION

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

LABOR / EQUIPMENT RENTAL COST ESTIMATE

RIGGING MATERIALS EXTRA

Sign & Banner Hanging:

Move-in & Move-out	Rate	# Men	Hours/man	Total
Mon-Fri - 1 hour Minimum				
8:00AM - 5:00PM	\$36.00/hr	_____	_____	_____
7:00PM - 12:00AM	\$54.00/hr	_____	_____	_____
12:00AM - 8:00AM	\$72.00/hr	_____	_____	_____
Sat-Sun - 1 hour Minimum				
8:00AM - 5:00PM	\$45.00/hr	_____	_____	_____
5:00PM - 12:00AM	\$67.50/hr	_____	_____	_____
12:00AM - 8:00AM	\$90.00/hr	_____	_____	_____

Equipment Rental

Scissor Lift (plus operator)	\$25.00/hr - 1 hr. min.	_____	_____	_____
High Lift (plus operator)	\$45.00/hr - 1 hr. min.	_____	_____	_____
Fork Lift (including operator)	\$60.00/hr - 1hr. Min.	_____	_____	_____

Add 25% to all orders not received at least two weeks prior to show date.

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

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

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

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Order Form E

EXHIBITOR'S SHIPPING INSTRUCTIONS, INFORMATION & RATES

ADVANCE SHIPMENTS:

To assure that your materials arrive on time we suggest you check with your carrier to allow ample time for delivery. Shipments will be accepted at our location and allowed 30 days free storage. These should be consigned and the bill of lading made out as follows:

Name of Event: 2016 OHIO STATE FAIR

Name of Exhibiting Company _____

Booth No. _____

c/o Expo Services & Professionals
717 East 17th Ave.
Columbus, Oh 43211

Special Markings:
Shipments will be accepted Mondays
through Fridays - 9:30am - 2:30pm
Call 614-395-2018 to arrange off-loading

ESTIMATED ADVANCE PAYMENT AMOUNT \$ _____ FOR _____ LBS.

ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY RECEIPT
SHOWING THE NUMBER OF PIECES, WEIGHT AND TYPE OF MERCHANDISE

A copy should be mailed immediately to Expo Services, PO Box 2969, Zanesville, OH 43702. A copy should also be provided to the person responsible for installing your area should they require assistance in tracing shipments.

In order to assure expeditious handling of exhibit material, exhibitors must clear all movement of material with Expo Services. We suggest that exhibitors contact Expo Services to schedule for unloading at the show site.

RATES: UNLESS SPECIFIED OTHERWISE, THESE RATES ARE ROUND TRIP BASED ON INCOMING WEIGHT
MINIMUM CHARGE all classification.....200 lbs.

CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE SHOW SITE:

Material will unloaded and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$32.00 for each 100 lbs. or fraction there of per shipment

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING:

This classification shall be applied to, but not limited to, van shipments or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot, 20 assorted pieces, etc.) Material will unloaded and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$42.00 for each 100 lbs. or fraction there of per shipment.

OVERTIME CHARGES:

Overtime charges will be invoiced on INBOUND FREIGHT received after 3:00 P.M. weekdays or any time Saturday, Sunday, or Holidays.

Overtime charges will be invoiced on OUTBOUND FREIGHT loaded after 5:00 P.M. weekdays or any time Saturday, Sunday or Holidays

MOBILE EQUIPMENT:

Wheeled vehicles will be handled on an hourly basis at prevailing labor rates (straight time and/or overtime) with a minimum charge of one hour per man. Any equipment needed to handle these vehicles will also be charged for at a hourly rate basis. Charges will be invoiced for both inbound and outbound movement.

PAYMENT TERMS: Payment due a time of service. Solely at the discretion of Expo Services, terms may be allowed as follows. Net 10 days. Service charges of 2% per month, or fraction thereof, will be applied to PAST DUE ACCOUNTS. The annual rate for SERVICE CHARGES is 24%. Payment for ALL services and labor, whether ordered by the exhibitor, display builders, or other parties, shall be the responsibility of the EXHIBITOR. All payments must be in U.S. FUNDS.

ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AT THE CONCLUSION OF THE SHOW.

EXPO SERVICES AND IT'S SUBCONTRACTORS, SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, IMPROPERLY PACKED MATERIALS, GLASS BREAKAGE OR CONCEALED DAMAGE. EXPO SERVICES AND IT'S SUBCONTRACTORS ARE NOT AND CAN NOT BE HELD RESPONSIBLE FOR LOSS OR THEFT OF MATERIALS ONCE THEY HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH SPACE. SIMILARLY THEY CAN NOT BE HELD RESPONSIBLE FOR DISAPPEARANCE OF MATERIALS PRIOR TO BEING PICKED UP FOR LOADING OUT AT THE CONCLUSION OF THE SHOW. ALL BILLS OF LADING, OR SHIPPING INSTRUCTIONS ,FURNISHED EXPO SERVICES FOR EXHIBITOR'S SHIPMENT WILL BE CHECKED AT TIME OF LOADING AND CORRECTIONS MADE WHERE DISCREPANCIES EXIST. EXPO SERVICES AND IT'S SUBCONTRACTORS SHALL NOT HELD RESPONSIBLE FOR LOSS, DELAY OR DAMAGE DUE TO STRIKE, LOCKOUT, OR WORK STOPPAGES OF ANY KIND.

EXPO SERVICES AND IT'S SUBCONTRACTORS SHALL EXERCISE THAT DEGREE OF REASONABLE CARE AS REQUIRED BY LAW AS WAREHOUSEMEN TO PROTECT EXHIBITORS EQUIPMENT WHEN IT IS RECEIVED UNTIL IT IS PLACED IN EXHIBITORS BOOTH, AND SHALL EXERCISE THE SAME DEGREE OF REASONABLE CARE WHEN REMOVING EQUIPMENT FROM EXHIBITOR'S BOOTH AND LOADING ON A TRUCK. EXPO SERVICES AND IT'S SUBCONTRACTORS ARE NOT RESPONSIBLE FOR ORDINARY WEAR AND TEAR IN HANDLING OF EQUIPMENT, NOR FOR LOSS OR DAMAGE DUE TO FIRE, THEFT, WINDSTORM, VANDALISM, ACTS OF GOD, OR OTHER CAUSES BEYOND ITS CONTROL.

Freight handling charges are the responsibility of the exhibitor TO WHOM SHIPMENTS HAVE BEEN CONSIGNED. Also charges for loading out of freight shipments are the responsibility of the exhibitor FROM WHOSE BOOTH SHIPMENTS ARE MADE. Exhibitor may not assign this responsibility to supplier or customer.

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