



**2017 L & L Management  
Columbus Home Improvement  
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**"Complete Convention Service"**

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"Complete Convention Service"

Dear Exhibitor:

A.C.T., Inc. is pleased to announce that we have been selected as your Show Decorator /Service Contractor again this year for the **2017 COLUMBUS HOME IMPROVEMENT SHOW** to be held at the Fair Grounds in the New Cardinal Hall, March 31 – April 2, 2017. This **Exhibitor Service Kit** covers most of your decorating needs and other services.

**Each 10' x 10' booth comes with an 8' high back drape; 3' high side rails and one 7" x 44" ID sign with your company name and booth number. Show drape color is Black.**

Please pay close attention to the **Advanced Order Deadline Date** which is noted on the order form; for most services, the advanced order date is March 15<sup>th</sup>. This is the date **orders must be received in our office**, accompanied by **payment in full**, to receive the **pre-deadline order prices**. Please take note of the **Advanced Warehouse and On Site Freight dates**. These dates are the only time we can receive freight at either location for your show.

All orders must be accompanied by the Credit Card Payment Authorization Form found in this kit even if you choose to pay in advance by check. We will keep the authorization form on file to cover any additional services you may purchase during the show.

We are happy to provide you with a rental exhibit catalogue for displays; please let me know if you would like to receive one.

If you have any questions, please contact me at (614) 351-7100 or by email at [bsimms@actcolumbus.com](mailto:bsimms@actcolumbus.com). Wishing you much success at this year's Show!

Sincerely,

*Barb Simms*

Barb Simms  
Event Coordinator

## **ATTENTION EXHIBITORS**

THIS INFORMATION SHEET COVERS WHAT WE THINK ARE THE MOST IMPORTANT QUESTIONS ASKED OF THE CONTRACTOR ON MOST SHOWS. FURTHER INFORMATION, IN DETAIL, CAN BE FOUND IN THE ENCLOSED SERVICE KIT.

**SHOW NAME: 2017 COLUMBUS HOME IMPROVEMENT SHOW**

**BOOTH INCLUDES: 8' back drape, 3' side rails & an ID sign**

**SHOW DRAPE COLOR: Black**

**SET UP DATE:** Wednesday March 29, 2017 1:00 pm – 5:00 pm  
Thursday March 30, 2017 10:00 am – 6:00 pm

**SHOW HOURS:** Friday March 31, 2017 12:00 pm – 7:00 pm  
Saturday April 1, 2017 10:00 am – 7:00 pm  
Sunday April 2, 2017 10:00 am – 5:00 pm

**TEAR DOWN:** Sunday April 2, 2017 5:00 pm – 11:00 pm  
Monday April 3, 2017 8:00 am – 1:00 pm

**\*NOTE: ANY FREIGHT LEFT ON THE SHOW FLOOR AFTER 11 am (4/3/17)  
WILL BE FORCED BY OUR PREFERRED CARRIER**

**ADVANCE ORDER DEADLINE DATE: Wednesday March 15, 2017**

**THIS DATE REPRESENTS THE DATE THAT ORDERS MUST BE RECEIVED BY A.C.T. WITH PAYMENT IN FULL TO AVOID PAYING POST DEADLINE PRICES.**

**ADVANCED WAREHOUSE FREIGHT DATES: up to Wednesday March 22, 2017**

**WAREHOUSE ADDRESS: A.C.T., Inc. / COLS Home Improvement  
COMPANY NAME/ BOOTH #  
4185 Janitrol Road  
COLUMBUS, OH 43228**

**THIS DATE REPRESENTS THE DEADLINE THAT FREIGHT MAY BE RECEIVED AT OUR WAREHOUSE PRIOR TO THE SHOW. FREIGHT ARRIVING AFTER THIS TIME WILL BE REFUSED.**

**ON SITE FREIGHT DATE:** Wednesday March 29, 2017 1:00 pm – 5:00 pm  
Thursday March 30, 2017 10:00 am – 6:00 pm

**THIS DATE REPRESENTS THE TIME FRAME FREIGHT CAN BE RECEIVED ON SITE. CONVENTION SITES DO NOT HAVE STORAGE FACILITIES. FREIGHT RECEIVED PRIOR TO THESE DATES WILL BE REFUSED.**

**ON SITE ADDRESS: ACT INC. / COLS Home Improvement  
COMPANY NAME/BOOTH #  
Ohio Expo Center/Cardinal Hall  
717 E. 17<sup>th</sup> Ave  
Columbus, Ohio 43211**

IF WE HAVE NOT ANSWERED YOUR MOST OFTEN ASKED QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT BARB SIMMS IN OUR CORPORATE OFFICE AT 614-351-7100 OR BY EMAIL AT [bsimms@actcolumbus.com](mailto:bsimms@actcolumbus.com)

**\*\*\* PLEASE SEND YOUR ORDERS (WITH PAYMENT) TO OUR COPORATE OFFICE. \*\*\***

THANK YOU,  
ASSOCIATIONS, CONVENTIONS, TRADESHOWS, INC.

# EXHIBIT BOOTH DECORATING FORM

## FURNITURE \* TABLES \* CARPETING \* ACCESSORIES



**"Complete Convention Service"**

**DISCOUNT DEADLINE DATE:**

**March 15, 2017**

**PAYMENT POLICY:** Payment in Full, including tax, made payable in U.S. Funds, check or credit card must accompany order and be received at our office by deadline date above. A credit card must be on file for all orders.

**ORDERS RECEIVED AFTER DEADLINE DATE OR PLACED AT SHOW SITE:** Must be paid in Full prior to show opening. 30% Charge will apply to ALL items or services ordered.

**CREDIT AUTHORIZATION:** No Credit will be given after the opening of an event on items or services ordered, but not received. If you have a problem, please see the A.C.T., Inc. Service Desk personnel at the event site prior to show opening. No credit will be issued for draped tables; draped risers or carpets placed in booths; unless it is A.C.T., Inc. error such as soiled or incorrect size and color.

**RETURN INFORMATION TO:**



**"Complete Convention Service"**

**ACT SALES OFFICE  
400 N. HIGH ST., SUITE 129  
COLUMBUS, OH 43215  
(614) 351-7100  
(614) 221-3073 FAX**

**NAME OF TRADE SHOW**

**2017 Columbus Home Improvement Show**

**BOOTH NUMBER** \_\_\_\_\_

| QUANTITY   | FURNITURE                          | DISCOUNT RATES | STANDARD & FLOOR RATES | RENTAL TOTAL |
|--|------------------------------------|----------------|------------------------|--------------|
| _____  | Bar Stool                          | \$45.00        | \$58.50                | _____        |
| _____  | Straight Chair, padded back & seat | 36.00          | 46.80                  | _____        |
| <b>DISPLAY TABLES, COUNTERS, RISERS</b>  |                                    |                |                        |              |
| <b>Undraped table, counter or riser (All tables 30" high, counters 40" high)</b> |                                    |                |                        |              |
| _____  | 24" x 4' (wood top)                | \$31.00        | \$40.30                | _____        |
| _____  | 24" x 6' (wood top)                | 38.00          | 49.40                  | _____        |
| _____  | 24" x 8' (wood top)                | 43.00          | 55.90                  | _____        |
| _____  | 24"x4'x40" High Counter            | 44.00          | 57.20                  | _____        |
| _____  | 24"x6'x40" High Counter            | 51.00          | 66.30                  | _____        |
| _____  | 24"x8'x40" High Counter            | 56.00          | 72.80                  | _____        |
| _____  | 12"x4'x12" High Table Riser        | 17.50          | 22.75                  | _____        |
| _____  | 12"x6'x12" High Table Riser        | 24.00          | 31.20                  | _____        |

### DISPLAY TABLES, COUNTER, RISERS (DRAPED)

**Circle Color Preferred (All tables 30" high, counters 40" high) included white top, pleated skirts, Table Skirt Color (White will be provided if no color is indicated below)**

|       | BLACK | BLUE | BURGUNDY   | GOLD | LT. BLUE | GRAY    | GREEN | RED     | TEAL | WHITE |
|-------|-------|------|--|------|----------|---------|-------|---------|------|-------|
| _____ |       |      | 24"x4' (wood top, skirted 4 sides)                         |      |          | \$68.00 |       | \$88.40 |      | _____ |
| _____ |       |      | 24"x6' (wood top)  |      |          | 83.00   |       | 107.90  |      | _____ |
| _____ |       |      | 24"x8' (wood top)  |      |          | 98.00   |       | 127.40  |      | _____ |
| _____ |       |      | 24"x4'x40" High Counter                                    |      |          | 85.00   |       | 110.50  |      | _____ |
| _____ |       |      | 24"x6'x40" High Counter                                    |      |          | 108.00  |       | 140.40  |      | _____ |
| _____ |       |      | 24"x8'x40" High Counter                                    |      |          | 123.00  |       | 159.90  |      | _____ |
| _____ |       |      | 12"x4'x12" High Table Riser                                |      |          | 36.00   |       | 46.80   |      | _____ |
| _____ |       |      | 12"x6'x12" High Table Riser                                |      |          | 50.00   |       | 65.00   |      | _____ |
| _____ |       |      | 4 <sup>th</sup> Side Skirted for additional cost per table |      |          | 32.00   |       | 41.60   |      | _____ |

### CARPETING

**Carpet Color (If no color is selected a color based on availability will be selected by ACT)**

|       | BLUE | BURGUNDY        | BLACK | MED. GRAY   | RED          | TEAL  |
|-------|------|-----------------|-------|-------------|--------------|-------|
| _____ |      | 9' x 10' Carpet |       | \$ 99.00    | \$128.70     | _____ |
| _____ |      | 9' x 20' Carpet |       | 198.00      | 257.40       | _____ |
| _____ |      | 9' x 30' Carpet |       | 297.00      | 386.10       | _____ |
| _____ |      | Carpet Padding  |       | .80/Sq. Ft. | 1.04/Sq. Ft. | _____ |

**Special cut carpet is required for all booths larger than 30' or for booths configured as an island or peninsula**  
\_\_\_\_\_ Ft. x Ft. @ 1.90/Sq. Ft. 2.47/Sq. Ft.

\* Other colors available upon request

### ACCESSORIES

|       |   |            |            |       |
|-------|---|------------|------------|-------|
| _____ | Wastebasket   | \$ 13.00   | \$ 16.90   | _____ |
| _____ | 4' x 6' Tack Board                                    | 80.00      | 104.00     | _____ |
| _____ | Easel   | 14.50      | 18.85      | _____ |
| _____ | Garment Rack (Round & T-Bar)                          | 60.25      | 78.33      | _____ |
| _____ | 6' Full View Display Case (limited qty.)              | 450.00     | 585.00     | _____ |
| _____ | Crossbars   | 10.00 each | 13.00 each | _____ |
| _____ | Upright & base  | 20.00 each | 26.00 each | _____ |
| _____ | Round Star base café table (limited qty.)             | 88.00      | 114.40     | _____ |
| _____ | _____ Tall _____ Short (must provide your own linens) |            |            | _____ |

**Rental Total \$** \_\_\_\_\_  
**Local Sales Tax 7.5%** \_\_\_\_\_  
**Total of Order** \_\_\_\_\_

Above rental prices are for duration of show and delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All materials to remain the property of the Contractor. Prices quoted cover rental only. For any additional equipment and/or services not outlined above, please contact A.C.T., Inc. for a quote.

**COMPANY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**CITY & STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**APPROVED BY: NAME** \_\_\_\_\_

**BOOTH REPRESENTATIVE** \_\_\_\_\_



ACT Exhibitor Services  
4185 Janitrol Rd.  
Columbus, OH 43228  
(614) 351-7100 phone  
(614) 351-7111 fax

"Complete Convention Service"

## CREDIT CARD PAYMENT AUTHORIZATION FORM

NAME OF EVENT: \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### CREDIT CARD INFORMATION IS AS FOLLOWS:

CARDMEMBER NAME: \_\_\_\_\_  
PLEASE PRINT

CARDMEMBER ADDRESS: \_\_\_\_\_  
PLEASE PRINT

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CHARGE TO:

American Express     MasterCard     Visa

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_    3-digit code \_\_\_\_  
(Found on back of card)

.....  
**Your signature below authorizes payment for any charges incurred by your company to A.C.T., Inc., for the above noted event. We require your credit card authorization to be on file even if you are paying by check or bank wire transfer.**

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_



**ACT Exhibitor Services**  
 4185 Janitrol Rd.  
 Columbus, Ohio 43228  
 Phone (614) 351-7100  
 Fax (614) 351-7111

**FORKLIFT SERVICE**

A forklift & operator is available if you need your personal or company vehicle unloaded/loaded at the show using a fork lift or If your exhibit includes large header, cantilever structures, heavy display components or machinery which cannot be lifted in place by display labor/carpenter, you will also require a forklift in your booth for the installation and removal. A forklift crew consists of a forklift and operator. If required, a spotter/helper is available at the rate of \$62.00/hr.S.T. \$93.00/hr, O.T. , \$124.00/hr, D.T. The cost to the exhibitor is a minimum of one hour. If you have any questions, please call ACT, Inc. 614-351-7100.

**ORDER FOR FORKLIFT AND CREW**

|                                      |                       |                       |                   |                   |              |
|--------------------------------------|-----------------------|-----------------------|-------------------|-------------------|--------------|
| <b>ORDER:</b>                        | <b>Number of crew</b> | <b>Estimated Hour</b> | <b>Start Date</b> | <b>Start Time</b> | <b>Total</b> |
| <b>Forklift &amp; Operator</b> _____ |                       |                       |                   |                   |              |
| <b>Spotter</b> _____                 |                       |                       |                   |                   |              |

**RATES:**

|                      |                  |                    |
|----------------------|------------------|--------------------|
| <b>Straight Time</b> | <b>Over Time</b> | <b>Double Time</b> |
| <b>\$110.00</b>      | <b>\$165.00</b>  | <b>\$220.00</b>    |

Straight time rates prevail from 8 A.M. to 4:30 P.M., Monday through Friday, Overtime rates prior to 8A.M. and after 4:30 P. M., Monday through Friday and all day Saturday. All hours on Sunday & Holidays will be charged at double time rates. Start time can be guaranteed only in those instances where men are requested for the start of the workday which is 8 A.M. unless official set-up time is set to begin later in the day. While every attempt will be made to provide men at a time requested subsequent to 8A.M. (or official set-up time), such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of first job assignment. It is important that exhibit representative check in at the service desk to pick labor ordered. Exhibit representative must also check the labor back in at the service desk upon completion of work. All work to be done is under supervision of the exhibitor or their representative.

**INSTALLATION DATE & TIME** \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_ x \_\_\_\_\_ of days = \_\_\_\_\_ Straight Time hours x \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_ x \_\_\_\_\_ of days = \_\_\_\_\_ Over Time hours x \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_ x \_\_\_\_\_ of days = \_\_\_\_\_ Double Time hours x \$ \_\_\_\_\_ = \_\_\_\_\_

**DISMANTLE DATE & TIME** \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_ x \_\_\_\_\_ of days = \_\_\_\_\_ Straight Time hours x \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_ x \_\_\_\_\_ of days = \_\_\_\_\_ Over Time hours x \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_ x \_\_\_\_\_ of days = \_\_\_\_\_ Double Time hours x \$ \_\_\_\_\_ = \_\_\_\_\_

**Total Rigging Labor = \$** \_\_\_\_\_

**\*IMPORTANT NOTICE**

Note: Your company is encouraged to carry insurance covering potential injury, damage of loss associated with your display. ACT, Inc. will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case the liability of ACT, Inc. will be limited to a maximum of 50% of the total labor bill, not to exceed \$1,000.00

**Name of Event** \_\_\_\_\_ **Booth Number** \_\_\_\_\_ **Sub Total** \_\_\_\_\_

**Firm Name** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Sales Tax 7.5%** \_\_\_\_\_

**Address** \_\_\_\_\_ **Total** \_\_\_\_\_

Street City, State Zip Code

**Print/ Type Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Email** \_\_\_\_\_



"Complete Convention Service"

ACT EXHIBITOR SERVICES  
4185 JANITROL RD.  
COLUMBUS, OH 43228  
(614) 351-7100  
(614) 351-7111 FAX

**SHIPPING INSTRUCTIONS, INFORMATION & RATES  
FOR EXHIBITORS & DISPLAY HOUSES**

**ADVANCE SHIPMENTS:**

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

Name of Exhibiting Company \_\_\_\_\_  
Name of Event \_\_\_\_\_  
Booth No. \_\_\_\_\_

C/o A.C.T., Inc.  
4185 Janitrol Rd.  
Columbus, OH 43228

**NOTE:** TO EXPEDITE YOUR SHIPMENT TO OUR WAREHOUSE OR SHOWSITE, PLEASE PUT YOUR SHOW NAME AND BOOTH NUMBER ON ENTIRE SHIPMENT.

**DIRECT SHIPMENTS:**

**Direct shipments can only arrive at show site during the scheduled hours of Exhibitor set up (see cover letter attached). Direct shipments arriving prior to the designated time will be billed a special handling fee. The convention facility does not have storage on-site for direct shipments.**

These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company \_\_\_\_\_  
Name of Event: \_\_\_\_\_  
Booth No. \_\_\_\_\_  
Show Site: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

ESTIMATED ADVANCE PAYMENT AMOUNT \$ \_\_\_\_\_ FOR \_\_\_\_\_ LBS.  
Plus 7.5% tax (200 lb min per shipment received)

**Whether you are shipping Advanced or Direct, ACT Inc. requires that the shipping instructions and credit card authorization forms are on file prior to the event move in.**

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 A.C.T., Inc. 400 N. High St., Suite 129 Columbus, OH 43215. Also, please send a copy to the person in charge of installing your display.

**BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR LOCATION UNTIL THEY ARE RETURNED AFTER THE SHOW. IT IS SUGGESTED THAT EXHIBITORS ARRANGE ALL-RISK COVERAGE. "RIDERS" CAN USUALLY DO THIS TO EXISTING POLICIES. IN ANY CASE, THE LIABILITY OF A.C.T., INC. AND ITS SUBCONTRACTORS IS LIMITED TO \$.30 (30 CENTS) PER POUND PER ITEM WITH A MAXIMUM OF \$50.00 PER ITEM, AND A MAXIMUM OF \$1000.00 PER SHIPMENT, WHILE THE EQUIPMENT IS BEING HANDLED OR IN TEMPORARY STORAGE.**

A.C.T., INC. AND ITS SUBCONTRACTORS, SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, MATERIALS IMPROPERLY PACKED, GLASS BREAKAGE OR CONCEALED DAMAGE. A.C.T., INC. AND ITS SUBCONTRACTORS, ARE NOT, AND CANNOT, BE RESPONSIBLE FOR LOSS OR THEFT OF EXHIBITOR'S MATERIALS AFTER IT HAS BEEN DELIVERED TO BOOTH. SIMILARLY THEY CANNOT BE RESPONSIBLE FOR THE DISAPPEARANCE OF MATERIALS BEFORE MATERIALS ARE PICKED UP FOR LOADING OUT OF THE BOOTH SUBSEQUENT TO THE SHOW. ALL BILLS OF LADING, OR SHIPPING INSTRUCTIONS, COVERING SHIPMENTS, WHICH ARE FURNISHED TO A.C.T., INC. BY EXHIBITORS **WILL BE CHECKED AT THE TIME OF ACTUAL LOADING** AND CORRECTIONS MADE WHERE DISCREPANCIES EXIST. A.C.T., INC. AND ITS SUBCONTRACTORS SHALL NOT BE RESPONSIBLE FOR LOSS, DELAYED OR DAMAGE DUE TO STRIKES, LOCKOUTS, OR WORK STOPPAGES OF ANY KIND.

A.C.T., INC. AND ITS SUBCONTRACTORS, SHALL EXERCISE THAT DEGREE OF REASONABLE CARE AS REQUIRED OF THEM AS WAREHOUSEMEN BY LAW TO PROTECT EXHIBITOR'S EQUIPMENT WHEN IT IS RECEIVED AT THE WAREHOUSE AND/OR UNLOADED

AND UNTIL PLACED IN THE EXHIBITOR'S BOOTH AT THE SHOW SITE; AND SHALL EXERCISE THE SAME DEGREE OF REASONABLE CARE WHEN PICKING UP EXHIBITOR'S EQUIPMENT IN BOOTH, TRANSPORTING TO THE LOADING DOCK AND LOADING THE EQUIPMENT ON A TRUCK; AND ARE NOT RESPONSIBLE FOR ORDINARY WEAR AND TEAR IN HANDLING OF THE EQUIPMENT, NOR FOR LOSS OR DAMAGE DUE TO FIRE, THEFT, WINDSTORM, VANDALISM, ACTS OF GOD, OR OTHER CAUSES BEYOND ITS CONTROL, OR REQUIRING THE EXERCISE OF MORE THAN REASONABLE CARE ON THEIR PART.

Freight handling charges are the responsibility of the exhibitor. TO WHOM SHIPMENTS HAVE BEEN CONSIGNED. Also charges for loading out freight shipments are the responsibility of the exhibitor FROM WHOSE BOOTH SHIPMENTS ARE MADE. Exhibitors may NOT assign this responsibility to suppliers or customers.

**PAYMENT TERMS:** 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%. Your PURCHASE ORDER, if required for payment, must be forwarded to the above address. Payment for ALL labor and services, whether ordered by the exhibitor, display house, or other parties, shall be the responsibility of the EXHIBITOR. All payments must be made in U.S. FUNDS.

**ADVANCE SHIPMENTS RECEIVED AT WAREHOUSE**

Material will be unloaded at the warehouse, stored free for 30 days, delivered to the unloading docks of the show site, unloaded, delivered to the exhibitors booth, picked up at the close of the show, moved to loading area and reloaded on trucks at the following rate:

**\$58.00 for each 100 lbs. Or fraction thereof per shipment (200 lb min per shipment received)**  
Plus 7.5% tax

**CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE SHOW SITE**

Material will be unloaded from exhibitor's trucks, or trucks of others, at the show site, delivered to the exhibitor's booth, picked up at the close of show, moved to loading area and reloaded on trucks at the following rate:

**\$55.00 for each 100 lbs. Or fraction thereof per shipment (200 lb min per shipment received)**  
Plus 7.5% tax

**SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT SHOW SITE**

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.). Materials will be unloaded from vans, exhibitor's trucks, or trucks of others at the show site, delivered to the exhibitor's booth, pickup up at the close of the show, moved up to loading area and reloaded on trucks at the following rate:

**\$56.00 for each 100 lbs. Or fraction thereof per shipment (200 lb min per shipment received)**  
Plus 7.5% tax

**MINIMUM CHARGE all classifications.....200 lbs.  
(per shipment received)**

**Note: the above rates are round trip, based on incoming weight**

**OVERTIME CHARGES**

Overtime charges will be invoiced on **INBOUND SHIPMENTS** received after 3:00 pm on weekdays, or anytime on Saturday, Sunday, or Holidays.

Overtime charges will be invoiced on **OUTBOUND SHIPMENTS** loaded after 4:30 pm on weekdays, or anytime on Saturday, Sunday, or Holidays.

A 50% overtime charge for each 100 lbs. will be invoiced in addition to the above rates, whenever overtime charges are applicable.

**SHIPMENTS ARRIVING DURING THE EXPOSITION**

Shipments arriving during the exposition will be unloaded and delivered on the weight basis. Refer to schedule above.

**MOBILE EQUIPMENT**

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

**ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE**

To assist you in setting up you **OUTGOING SHIPMENTS**, A.C.T., Inc., will have a material-handling desk located at the Exhibitor's Service Center where labels, bills of lading, and shipping information will be available.

At the close of the show, where carriers fail to pick up or refuse to accept shipments, the material handling contractor reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.





**ADVANCE SHIPMENT**

**"Complete Convention Service"**

**Must be delivered by March 15, 2017**

**TO: ACT INC.  
4185 JANITROL RD.  
COLUMBUS, OHIO 43228**

**SHOW NAME: 2017 COLUMBUS HOME IMPROVEMENT SHOW**

**Exhibiting Company Name: \_\_\_\_\_**

**Booth # \_\_\_\_\_**

**Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces**



**ADVANCE SHIPMENT**

**"Complete Convention Service"**

**Must be delivered by March 15, 2017**

**TO: ACT INC.  
4185 JANITROL RD.  
COLUMBUS, OHIO 43228**

**SHOW NAME: 2017 COLUMBUS HOME IMPROVEMENT SHOW**

**Exhibiting Company Name: \_\_\_\_\_**

**Booth # \_\_\_\_\_**

**Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces**



"Complete Convention Service"

**DIRECT SHIPMENT**

**Cannot deliver before March 29, 2017**

**TO: Ohio Expo Center/Cardinal Hall  
C/O ACT INC.  
717 E. 17<sup>th</sup> Ave  
Columbus, OH 43211**

**SHOW NAME: 2017 COLUMBUS HOME IMPROVEMENT SHOW**

**Exhibiting Company Name:** \_\_\_\_\_

**Booth #** \_\_\_\_\_

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**Booth #** \_\_\_\_\_

**Piece #:** \_\_\_\_\_ **of** \_\_\_\_\_ **pieces**

# **Important Freight Information For Exhibitors**

Before the close of the show please be sure you make arrangements for your freight to be picked up, failure to do so could result in items getting lost or thrown out.

You must make sure all items are labeled and the proper shipping paper work has been filled out (this includes the ACT Inc. bill of lading) and the carrier has been called. In most cases ACT, Inc. will have a service desk to assist with this but it is the Exhibitor's responsibility to see that it's done.

Regardless of whether your freight came in as an Advance or Direct shipment it must be picked up and removed from the show floor and facility by the stated move out time (see exhibit kit page 2 for date and time). Any items left on the show floor are subject to be "forced" out on an ACT, Inc selected carrier (at the exhibitors cost) or in some cases (based on space and availability) taken to the ACT Inc. warehouse and held for instructions. In these rare situations, there will be extra handling and storage charges. In cases where items are not clearly identified and left on show floor it would be considered abandoned and disposed of accordingly.

ACT, Inc will try to assist in this process whenever possible.



"Complete Convention Service"

**The Preferred Carrier of Associations, Conventions, Trade Shows, Inc.**

---

# **2017 Columbus Home Improvement Show**

## **March 31- April 2, 2017**

### **Ohio Expo Center – Cardinal Hall**

---

**BOOK YOUR SHIPPING WITH TF TODAY AND SAVE \$\$**  
**We can budget your entire show schedule in advance...ask us how.**

**TF Logistics offers the following service transportation solutions:**

- **48 State and Canada 3-5 Day “LTL” Ground Service**
- **Dedicated Air-Ride Truckload Shipments**
- **Ask about our **\$197.50 “ANYWHERE USA”** rate**
- **Show-to-Show Caravan “Flat Rates” to Other Events!**
- **Pre-Printed Bills & Labels for your Entire Trade Route**
- **Trade Show Logistics Planning & Consultation Included with Our Low Rates!**

Call Jon Cain today or visit our website [WWW.TFI-LOGISTICS.COM](http://WWW.TFI-LOGISTICS.COM)

**\*Please Complete the Shipping Service Request Form for Prompt Quotes & Bookings**

*TF Logistics Columbus Office: 4185 Janitrol Road · Columbus, OH 43228*  
*Phone (317) 805 - 1070 · (317) 805 - 1080 Fax*  
*National Operations Center: 4200 Industrial Ave · Indianapolis, IN 46254*  
*Phone (317) 805 - 1060 · (317) 805 - 1080 Fax*



# TF Logistics, Inc.

## 2017 Columbus Home Improvement Show

SHIPPING  QUOTE SERVICE REQUEST FORM

### **EXHIBITOR INFORMATION**

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Office Phone #: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cellular: (\_\_\_\_) \_\_\_\_\_

#### **BILL TO (IF DIFFERENT)**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### **CREDIT CARD BILLING INFORMATION (optional).**

VISA  MasterCard  American Express  Discover

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expiration \_\_\_\_/\_\_\_\_

Name on Card: \_\_\_\_\_

CVV2# \_\_\_\_\_

3-4 Digit Code on Back

#### **CREDIT CARD BILLING ADDRESS:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### **PLEASE CHECK ALL THAT APPLY FOR Caravan Services To or From:**

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

#### **BOOTH NUMBER:**

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

#### **SHIPMENT INFORMATION:**

Number of Pieces: \_\_\_\_\_ Description / Color: \_\_\_\_\_

Skid  Carton  Crate  Tube  Case  Other \_\_\_\_\_

#### **WEIGHT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **DIMENSIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For prompt quotes and bookings, please complete and fax to Jon Cain (317) 805-1080**

**Or Email to [jon@tfi-logistics.com](mailto:jon@tfi-logistics.com)**


**[WWW.TFI-LOGISTICS.COM](http://WWW.TFI-LOGISTICS.COM)**

| 1 ORDER INFORMATION  |  |
|--|--|
| <b>BOOTH #s</b>  |  |
| COMPANY NAME   | _____  |
| Address  | _____  |
| City   | _____  |
| State  | _____ Zip _____                                      |
| Phone:   | _____  |
| Fax #:   | _____  |
| Email:   | _____  |
| Ordered By:  | _____  |
| Contact On-Site:   | _____  |
| Contact Phone #:   | _____  |
| Delivery Date:   | _____  |
| Delivery Time:   | <i>please circle one of the delivery time frames</i> |
| <b>8am-12pm</b>  | <b>1pm-4pm</b> <b>Any between 8am-4pm</b>            |
| Pickup Date:   | _____ * Time: _____                                  |
| <i>Someone must be present at your booth to accept delivery.</i> |  |
| <i>Delivery will be delayed two hours if no one is present.</i>  |  |

| 2 PAYMENT OPTIONS                                   |   |
|---|---|
| A confirmation will be sent back to you             |   |
| <input type="checkbox"/>                            | <b>COMPANY CHECK</b> (no personal checks please.)   |
|   | *Make check payable to "Markey's Rental and Staging"  |
| <input type="checkbox"/>                            | <b>CREDIT CARD</b> (please circle card type)  |
|   | AmEx    Visa    MasterCard    Discover  |
| Name on Card  | _____   |
| Card Number   | _____   |
| Security Code                                       | _____   |
| Expiration Date                                     | _____   |
| Signature of Cardholder (please sign on line below) |   |
| _____   |   |
| <u>Mail Form and Payment To:</u>                    | Markey's Rental & Staging<br>4133 Westward Ave.<br>Columbus, Ohio 43228<br>attn: Markey's Sales Dept. |
| or  |   |
| <u>Email Form and Payment To:</u>                   | <a href="mailto:lmartin@markeys.com">lmartin@markeys.com</a><br>Attn: Markey's Sales Dept.            |


| 3 TERMS OF RENTAL AGREEMENT                        |  |
|--|--|
| 1  | Payment is due upon ordering of equipment.                         |
| 2  | Orders received without payment will be returned.                  |
| 3  | 100% cancellation fee for less than 24 hours notice from delivery. |
| 4  | All cancellations and changes must go through Markey's Sales.      |
| 5  | Someone must be present at your booth to accept delivery.          |
| 6  | 20% Equipment Service Charge will be added to all orders.          |
| 7  |  |
| <b>PLEASE SIGN AND DATE ON LINE BELOW</b>          |  |
| _____  |  |
| We understand and agree to the terms listed above. |  |

| 4 EQUIPMENT                                | Show Rate                        | Qty   | Total |
|--|----------------------------------|-------|-------|
| <b>MONITORS &amp; PROJECTORS</b>           |                                  |       |       |
| 55" 16x9 LCD HDTV w/ Floor Stand           | \$600.00                         | _____ | _____ |
| 43" 16x9 LCD HDTV w/ Table Stand           | \$450.00                         | _____ | _____ |
| 32" 16x9 LCD HDTV w/ Table Stand           | \$250.00                         | _____ | _____ |
| 23" LCD Monitor                            | \$150.00                         | _____ | _____ |
| 4 x 6 Whiteboard/Bulletin Board            | \$50.00                          | _____ | _____ |
| Bring Your Own Projector Package           | \$110.00                         | _____ | _____ |
| includes: cart, AC, power strip, VGA cable |                                  | _____ | _____ |
| LCD Projector with Skirted Stand           | \$300.00                         | _____ | _____ |
| <b>VIDEO PLAYERS</b>                       |                                  |       |       |
| DVD Player with Auto Repeat                | \$50.00                          | _____ | _____ |
| BluRay DVD Player                          | \$75.00                          | _____ | _____ |
| <b>AUDIO</b>                               |                                  |       |       |
| 100 Watt Powered Speaker                   | \$100.00                         | _____ | _____ |
| Wireless Lavalier or Handheld Mic*         | \$175.00                         | _____ | _____ |
| Microphone with Floor Stand *              | \$50.00                          | _____ | _____ |
| CD Player *                                | \$35.00                          | _____ | _____ |
| 4-Channel Microphone Mixer                 | \$65.00                          | _____ | _____ |
|  | *speaker required for this item. |       |       |
| <b>MISCELLANEOUS</b>                       |                                  |       |       |
| A-Frame Easel                              | \$15.00                          | _____ | _____ |
| Tripod Screen - 70" to 8' wide             | \$50.00                          | _____ | _____ |
| 48" Skirted Monitor Cart                   | \$50.00                          | _____ | _____ |
| 25' VGA Computer Extension Cord            | \$25.00                          | _____ | _____ |
| other                                      | \$                               | _____ | \$    |
| other                                      | \$                               | _____ | \$    |
| <b>COMPUTERS AND PRINTERS</b>              |                                  |       |       |
| Laptop w/2.4 Ghz, 4MB Ram, 17"             | \$300.00                         | _____ | _____ |
| Desktop Computer w/ 19"Monitor             | \$200.00                         | _____ | _____ |



**QUESTIONS - PLEASE CALL MARKEY'S 614-308-5909 x 5012**

| 5 ORDER TOTAL                         |       |
|---------------------------------------|-------|
| <b>EQUIPMENT SUBTOTAL</b>             | _____ |
| <b>20% Equipment Service Charge</b>   | _____ |
| <b>7.5% SALES TAX</b>                 | _____ |
| <b>EQUIPMENT &amp; LABOR SUBTOTAL</b> | _____ |
| <b>TOTAL COST FOR YOUR ORDER</b>      | _____ |
| OTHER LABOR (if applicable) \$45/hr.  | _____ |
| <b>GRAND TOTAL</b>                    | _____ |



THANK YOU FOR YOUR ORDER.  
PLEASE REMEMBER TO SIGN THE FORM.



**Act Inc Exhibitor Services**  
**4185 Janitrol Rd.**  
**Columbus, Ohio 43228**  
**Phone (614) 351-7100**  
**Fax (614) 351-7100**

"Complete Convention Service" **SET UP AND DISMANTLING LABOR ORDER**

In the interest of prompt and efficient processing of exhibitors' labor requirements for set up and dismantling of exhibitors, it is urged that advance notice is provided on this form. Orders received at the show will be processed after advance orders in all cases.

Men are assigned to orders at 8 AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

For ALL Do Not Proceed orders:

You must call for labor at the service desk and bring men back to service desk when finished to check in labor. **Failure to call for labor at requested time will result in a one-hour charge per man requested unless 48 hour advanced cancellation notice is provided.**

**LABOR RATES**

Straight-Time... \$62.00      Over-Time...\$93.00      Double-Time...\$124.00

**ON-SITE LABOR RATES**

Straight - Time...\$65.00      Over -Time.... \$97.50      Double - Time...\$130.00

**Straight - Time:** 8:00 A.M. - 4:30 P.M. Monday through Friday

**Over - Time:** Before 8:00 A.M. and after 4:30 P.M. Monday through Friday and all day Saturday.

**Double - Time:** Anytime after Midnight, Sunday and Holidays.

Minimum: One hour per man. All labor rates subject to a 7.5% Local Sales Tax

**ALL LABOR RATES ARE SUBJECT TO CHANGE.**

**INSTALLATION SCHEDULE**

**PROCEED** with installation at the earliest possible time.  
 Exhibit will be installed on straight time whenever possible.  
**All Proceed orders require a 2 men / 1 hour minimum**  
 \_\_\_\_\_ Setup drawing/photos enclosed.

\_\_\_\_\_ Setup drawing/photos with exhibit.

Provide \_\_\_\_\_ installers for approx. \_\_\_\_\_ Hrs. Instructions Should be provided. A.C.T. Inc. Personnel will supervise, but Blueprints, etc. will facilitate an economical, correct installation.

A supervision charge of 30% will also be added.

**DISMANTLING SCHEDULE**

**PROCEED** with dismantling at the earliest possible time.  
 Exhibit will be dismantled on straight time whenever possible.  
**All Proceed orders require a 2 men / 1 hour minimum**  
 \_\_\_\_\_ Labels & straight bill of lading provided with exhibit

\_\_\_\_\_ See Exhibitor Representative for outbound instructions.

Provide \_\_\_\_\_ men for dismantling. Instructions should be provided. A.C.T., Inc. personnel will supervise, but blueprints etc will facilitate an economical, correct dismantling.

A supervision charge of 30% will also be added.

**DO NOT PROCEED.** Exhibitor's representative will call at the service desk for labor at \_\_\_\_\_ \* AM/PM on (Day) \_\_\_\_\_ (Date) \_\_\_\_\_ Provide \_\_\_\_\_ installers for approx. \_\_\_\_\_ Hrs.

Exhibitor agrees to return to service desk to check in labor at the completion of work each day.

Note that starting times other than 8AM cannot be guaranteed.

**DO NOT PROCEED.** Exhibitor's representative will call at the service desk for labor at \_\_\_\_\_ \*AM/PM on (Day) \_\_\_\_\_ (Date) \_\_\_\_\_ Provide \_\_\_\_\_ men for dismantling for \_\_\_\_\_ hrs. (Approx.)

\_\_\_\_\_ Labels & straight bill of lading provided with exhibit.

\_\_\_\_\_ See Exhibitor Representative for outbound instructions

Exhibitor agrees to return to service desk to check in labor at the completion of work each day.

Any exhibitor who has identified a exhibitor appointed Contractor, must insure that they have a current Certificate of Insurance on file with ACT, Inc. or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show.

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ Title \_\_\_\_\_  
 Date of Order: \_\_\_\_\_ PO No. \_\_\_\_\_ Booth # \_\_\_\_\_  
 Telephone#: \_\_\_\_\_  
 Show Name: \_\_\_\_\_

Payment due on presentation of invoice. Service charge or 2% unpaid balance per month starts 30 days after invoice date.



**ACT Exhibitor Services**  
**4185 Janitrol Rd.**  
**Columbus, Ohio 43228**  
**Phone (614) 351-7100**  
**Fax (614) 351-7111**

"Complete Convention Service"

**PLANT & FLOWER DECORATION RENTAL ORDER**

**QUANTITY DESCRIPTION**

**ALL PLANTS MAY NOT BE AVAILABLE AT ALL TIMES AND ARE SUBJECT TO THE AVAILABILTY FROM THE GREENHOUSE & SUPPLIER**

**POTTED PLANTS, FOLIAGE RENTAL (Price includes baskets)**

|                           |         |                          |                   |
|---------------------------|---------|--------------------------|-------------------|
| _____ Boston Ferns        | \$37.25 | _____ Chinese Evergreens | \$44.75           |
| _____ Corn Plants         | \$44.75 | _____ Palms              | \$44.75           |
| _____ Peace Lilies        | \$44.75 | _____ Scheffleras        | \$44.75           |
| _____ Weeping Fig (Ficus) | \$44.75 | _____ 6'-7' Silk Ficus   | \$78.75           |
| _____ Plants over 6' Tall | \$78.75 | _____ White Lights       | \$25.00 per plant |

**POTTED PLANTS, FLOWERING RENTAL PRIME SEASONAL MONTHS NOTED: (Price includes baskets)**

|                       |            |                  |                       |            |         |
|-----------------------|------------|------------------|-----------------------|------------|---------|
| _____ Azaleas         | Jan.-Feb.  | \$34.50          | _____ Gloxinias       | May- Oct.  | \$30.00 |
| _____ *Chrysanthemums | Jan.-Nov.  | \$30.00 (yellow) | _____ Kalanchoes      | June-Sept. | \$30.00 |
| _____ Cyclamen        | Oct.-Jan.  | \$30.00          | _____ Poinsettias     | Nov.-Dec.  | \$30.00 |
| _____ Easter Lilies   | Mar.-April | \$30.00          | _____ Reiger Begonias | March-July | \$30.00 |

(\*Other colors may be available upon request)

**FRESH FLOWER ARRANGEMENTS-PURCHASE**

|                                    |                            |               |               |          |
|------------------------------------|----------------------------|---------------|---------------|----------|
| Vases                              | _____ \$53.75              | _____ \$72.50 | _____ \$91.25 | \$ _____ |
| Centerpieces                       | _____ \$47.50              | _____ \$66.25 | _____ \$85.00 | \$ _____ |
| Exotic & Contemporary Arrangements | _____ \$72.50 and up _____ |               |               |          |

**CORSAGES - PURCHASE**

|                  |  |                    |                               |                                |                              |                               |          |
|------------------|--|--------------------|-------------------------------|--------------------------------|------------------------------|-------------------------------|----------|
| Carnations       | _____ \$19.75  | _____ \$23.25      | _____ \$27.00 (Select Color)  | <input type="checkbox"/> White | <input type="checkbox"/> Red | <input type="checkbox"/> Pink | \$ _____ |
| Sweetheart Roses | _____ \$21.25  | _____ \$25.75      | _____ \$32.00 (Select Color)  | <input type="checkbox"/> White | <input type="checkbox"/> Red | <input type="checkbox"/> Pink | \$ _____ |
| Cymbidium        | _____ (1 Flower \$23.25) _____ (2 Flowers \$33.50) _____ (Orchid \$34.00) _____ (White Orchid \$39.25) |                    |                               |                                |                              |                               |          |
| Boutonniere      | Carnation \$16.25 _____  | Rose \$18.25 _____ | Sweetheart Rose \$16.25 _____ |                                |                              |                               |          |

**ORDERS PLACED AT THE SERVICE DESK DURING SHOW SET UP ARE AT LISTED RATES PLUS 20% & WILL BE PROVIDED BASED ON TIME OF ORDER AND AVAILABILITY**

\*Special requests for items not listed may be available, please list with specifications for a quote before confirmation.

|                      |                 |
|----------------------|-----------------|
| Sub Total            | \$ _____        |
| 7.5% Local Sales tax | \$ _____        |
| <b>Total</b>         | <b>\$ _____</b> |

Show: \_\_\_\_\_ Booth#: \_\_\_\_\_ Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Signature: \_\_\_\_\_





**4185 Janitrol Rd.  
Columbus, OH 43228  
(614) 351-7100  
(614) 351-7111 fax**

**"Complete Convention Service"**

**SIGN ORDER FORM**  
**RATES**

If you require special signs, please forward copy indicating size and color desired. Signs ordered will be delivered to your booth. Signs, ordered to be made, after 4:00 p.m. weekdays or on weekends will have a 30% UP CHARGE ADDED to the rates below. Heavy copy has additional charges. Prices are for signs 15 words or less. Add \$1.50 if ordered with easel back, 12" or smaller

**SIGNS ORDERED AFTER DEADLINE DATE LISTED RATES PLUS 25%**

| QUANTITY | SIZE      | PRICE EACH | QUANTITY | SIZE      | PRICE EACH |
|----------|-----------|------------|----------|-----------|------------|
| _____    | 7" X 11"  | \$19.50    | _____    | 22" X 28" | \$54.60    |
| _____    | 11" X 14" | 26.00      | _____    | 14" X 44" | 54.60      |
| _____    | 7" X 44"  | 26.00      | _____    | 28" X 44" | 78.00      |
| _____    | 14" X 22" | 39.00      | _____    | 32" X 40" | 78.00      |
|          |           |            | _____    | 40" X 60" | 104.00     |

- Sign, Banner with Grommets, white background\* \$7.80 sq. ft.
- Sign, Paper banner, white background\* 6.50 sq. ft.
- Sign, Foam core 7.80 sq. ft.
- Sign, Corrugated plastic 7.80 sq. ft.

**\*COLORED BACKGROUNDS, ADDITIONAL 20%. 15 SQ. FT. MINIMUM ON BANNERS**

Quotes will be provided for: Foam core, Masonite, Plexiglas signs, corrugated plastic, magnetic signs

Emblems, Logos, or Trademarks will be extra, depending on size and amount of work involved in reproducing. Cut out letters, glittered and outdoor signs can be made on request.

Please check type of sign desired..... Vertical  Horizontal   
Color of background \_\_\_\_\_ Color of lettering \_\_\_\_\_

SIGN COPY:

**ANY SIGN ORDERS PLACED WITHIN THREE WORKING DAYS OF THE EVENT  
WILL BE SUBJECT TO A 25% UPCHARGE**

All Prices Subject to Ohio Sales Tax      Subtotal \$ \_\_\_\_\_  
7.5% Sales Tax \_\_\_\_\_  
Total \_\_\_\_\_

Name of Exhibition \_\_\_\_\_  
Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# EXPO SERVICES

**CORPORATE OFFICE:**  
 P O Box 2969  
 Zanesville, Ohio 43702  
 Phone 740-454-1201  
 Fax 740-454-4809  
 ExpoServicesOEC@gmail.com

**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

| RATES | SPECIAL WIRING |
|-------|----------------|
|-------|----------------|

|   |   |
|---|---|
| <p>Rates quoted below cover reasonable access to electrical circuit and DO NOT include connecting equipment or special wiring.<br/>         All wiring and electrical work on exhibitor's display will be charged on a time and material basis.<br/>         Proper tagging of equipment indicating voltage, phase, current, etc. is the responsibility of the exhibitor!</p> | <p>Electrical labor rate is \$50.00 per hour between 8:00AM and 5:00PM<br/>         Double time rate applies after 5:30PM and on Saturday Sunday, and Holidays. Labor billed at 1 hour minimum.<br/>         Two weeks advance notice on all labor orders is required. All clean line requests will be done by quotation only.<br/>         Additional charges may apply for outdoor exhibitor spaces.<br/> <b>ELECTRICAL OUTLET MAY BE ON PILLER BEHIND BOOTH IF NOT IN BOOTH. FOR QUOTE CALL 740-454-1201</b></p> |
|---|---|

**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 |              |
|                | <b>THREE PHASE</b>                                  |                      |                      |              |
|                | 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 |              |
|                | <b>EQUIPMENT</b>                                    |                      |                      |              |
|                | 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        |              |
|                | <b>LABOR</b>  |                      |                      |              |
|                | 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   |              |
| <b>PAYMENT</b> | <b>PLEASE MAKE CHECKS PAYABLE TO: EXPO SERVICES</b> |                      |                      | <b>TOTAL</b> |

|  |  |
|--|--|
| <p><b>CHECKS - Please complete the following:</b></p> <p>Check Number: _____ Dated _____</p> <p>Amount \$ _____</p> <p>NOTE: All Checks are deposited upon receipt. Do not postdate!<br/>         There is a \$25.00 charge for all checks returned by the bank.</p> | <p><b>CREDIT CARD - Please complete the following: VISA M/C AM EX DIS</b><br/> <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> <p>Signature _____</p> |
|--|--|

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

|                       |                                  |   |
|-----------------------|----------------------------------|---|
| Name of Event _____   | Booth Number(s) _____            | <b>50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.</b> |
| Firm Name _____       | Tel. No. _____                   |   |
| Address _____         | City _____ State _____ Zip _____ | <b>PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED</b>                    |
| Print Your Name _____ | Signature _____                  |   |

**Credit Cards unprocessed due to insufficient information or funds may not be eligible for Advance Rates**  
 THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. **KEEP A COPY FOR YOUR RECORDS**