



6820 East 41st Street, Tulsa, OK 74145
(918) 622-8102, Fax (918)622-8119

**Oklahoma City
Renovation & Landscaping Show**

Cox Convention Center
August 11 – 13, 2017

General Information

****Each 10x10 booth will consist of 8' tall back wall drape and 3' tall divider drapes on the side of the booth****

((Please use the enclosed forms only if ordering additional services))

PAYMENT POLICIES

****Early discount orders and payment must be received no later than Friday, July 21, 2017****

**** All other orders must be received by 12:00 noon no later than Friday July 28, 2017****

- Payment in full of rental charges, including applicable tax, must accompany your advance order to qualify for DISCOUNT RATES.
- Complete the Rental Forms and calculating the totals for each form.
- Complete the Credit Card Authorization form which must be signed and be in accompany of the rental form.
- Fax completed forms to 918-622-8119 or email your order to anna@partyprorents.com
- Services are not rendered until payment is received. You must show a paid receipt if disputing payment.
- Visa, MasterCard, Discover, American Express and Checks are accepted. A Credit Card must be on file with your order.
- There is a 50% cancellation fee after order is received. Items cancelled 7-days prior to the tradeshow move-in will be charged 100% of original price

Please call Party Pro Rents should you require services or products not listed in this tradeshow packet.

We appreciate your business,

Party Pro Rents



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**Table/Chair/Carpet
 Rental Order**
**Oklahoma City Renovation & Landscaping
 Show**
 August 11 – 13, 2017

Company Name: _____	Booth No: _____
Address: _____	City, State & Zip: _____
Ordered by: _____	Phone: _____ Cell: _____
Email: _____	Date/Time you will set up: _____
Authorized by: _____	(Sign & Print Name)

Draped Tables 30" Width: *Floor length table cloth any color (subject to availability)*

Qty	Item	Discount Price	Standard Price	Total
	4' Table 30" Tall	\$65.00	\$78.00	\$
	6' Table 30" Tall	\$75.00	\$90.00	\$
	8' Table 30" Tall	\$82.00	\$98.00	\$
	48" Round Table 30" Tall	\$70.00	\$84.00	\$
	Table Leg Extensions raises table to 42" Tall	\$25.00	\$35.00	\$
	30" Round Table 30" Tall	\$65.00	\$78.00	\$
	30" Round Table 42" Tall	\$75.00	\$90.00	\$

Tables Without Draping

Qty	Item	Discount Price	Standard Price	Total
	4' Table	\$50.00	\$60.00	\$
	6' Table	\$60.00	\$72.00	\$
	8' Table	\$70.00	\$84.00	\$
	30" Round Table 30" Tall	\$50.00	\$60.00	\$
	30" Round Table 42" Tall	\$60.00	\$72.00	\$
	48" Round Table 30" Tall	\$65.00	\$78.00	\$

Additional Rental Items

Qty	Item	Discount Price	Standard Price	Total
	Leg extensions(one set) for table provided	\$20.00	\$24.00	\$
	Wastebasket	\$12.00	\$14.00	\$
	Easel	\$28.00	\$34.00	\$
	Wood Bar Stool	\$10.00	\$12.00	\$
	Padded Bar Stool	\$55.00	\$12.00	\$
	Black Padded Banquet Chair	\$16.00	\$20.00	\$

Carpet *Color is Black. Call if alternative color is needed*

Qty	Item	Discount Price	Standard Price	Total
	10 foot by 10 foot	\$85.00	\$127.50	\$
	10 foot by 20 foot	\$170.00	\$255.00	\$
	10 foot by 30 foot	\$255.00	\$382.50	\$
	Bulk Carpet per sq yd	\$6.00	\$9.00	\$
	Carpet Pad per sq yd	\$4.50	\$6.75	\$

Enter quantity of calculating sq yardage (___ft.x___ft. Divided by 9=___sq. yds)

Sub Total _____ **8.375% Tax** _____ **Total** _____



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**Furniture/Miscellaneous Items
 Rental Order**
**Oklahoma City Renovation & Landscaping
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Company Name:	Booth No:
Address:	City, State & Zip:
Ordered by:	Phone: Cell:
Email:	Date/Time you will set up:
Authorized by:	(Sign & Print Name)

Qty	Item	Discount Price	Standard Price	Total
	Stanchion (Chrome or Gold)	\$35.00	\$52.00	\$
	Velour Rope for Stanchions (Black or Red)	\$25.00	\$37.50	\$
	Z-Rack	\$25.00	\$37.50	\$
	Battery Operated LED Lights	\$66.00	\$90.00	\$
	LED Booth Up Lighting	\$66.00	\$90.00	\$

Additional Drape Per Foot

Qty	Item	Discount Rate	Standard Rate	Total
	Feet of 8 foot tall drape	n/a	\$4.50	\$
	Feet of 3 foot tall drape	n/a	\$4.50	\$

Premium Furniture *Please call for additional furniture options*

Qty	Item	Discount Rate	Standard Rate	Total
	Aluminum Tall Bistro Table	\$75.00	\$90.00	\$
	White Leather Chair	\$150.00	\$180.00	\$
	White Leather Loveseat	\$300.00	\$360.00	\$
	White Leather Couch	\$400.00	\$480.00	\$
	Black or White Banquette Chair	\$225.00	\$270.00	\$
	White Leather Bar	\$225.00	\$270.00	\$
	Wood Pallet Bar	\$200.00	\$240.00	\$
	LED Lightup Bar	\$300.00	\$360.00	\$
	Acrylic Frost Tall Table 23"x23"x42"	\$95.00	\$114.00	\$
	Glass Top Coffee Table	\$65.00	\$78.00	\$
	Glass Top End Table	\$45.00	\$54.00	\$
	Vintage Ivory Sofa	\$225.00	\$270.00	\$
	Pilgrim Chair with Cushion	\$27.00	\$32.00	\$

Sub Total _____ 8.375% Tax _____ Total _____



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Forklift Services
Oklahoma City Renovation & Landscaping
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Company Name:	Booth No:
Address:	City, State & Zip:
Ordered by:	Phone: Cell:
Email:	Date/Time you will set up:
Authorized by:	(Sign & Print Name)

Forklift Service Rates
 (1-hour minimum on all forklift service orders)

Straight Time:	8:00am – 5:00pm	Monday thru Friday	\$90.00
Overtime:	6:00am – 8:00am	Monday thru Friday	\$125.00
Overtime:	5:00pm – 12:00am	Monday thru Friday	\$125.00
Overtime:	6:00am – 12:00am	Saturday and Sunday	\$125.00
Double Time:	12:00am – 6:00am	Any day of the week	\$180.00
Double Time:	Entire Day	Holidays	\$180.00

Forklift Service Options
 (Forklift services are first come first served)

Date Needed	Time Needed	Hours Rate	Total
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Forklift Services for Set up: _____ \$ _____

Forklift Services for Tear Down: _____ \$ _____

Exhibitors are responsible for checking with Party Pro Rents at the service desk for forklift services in and out.

Sub Total _____ 8.375% Tax _____ Total _____



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Freight & Drayage Services
Oklahoma City Renovation & Landscaping Show
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Company Name: _____
 Address: _____
 Ordered by: _____
 Email: _____

Booth No: _____
 City, State & Zip: _____
 Phone: _____ Cell: _____
 Date/Time you will set up: _____

Material Handling Rates per 100 lbs.			
Straight Time on In & Out ST: M-F: 8am – 5pm	Straight Time & Overtime ST: M-F 8am - 5pm OT: M-F 5pm - 8am All Day Sat - Sun	Overtime 2-Way OT: M-F 5pm – 8am All Day Sat - Sun	Estimated Weight of Shipment <hr style="width: 50%; margin: 0 auto;"/>
\$65.00	\$75.00	\$85.00	100 lbs. minimum

Material & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored & returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Party Pro Rents will deliver freight to the exhibitor's booth.

Advance Shipment (Please use the shipping

labels provided on the next page)

Party Pro Rents Warehouse: [Receiving Dates] July 10, 2017 – August 4, 2017 by 4:00pm (CST)

Directly to Show Venue: [Receiving Dates] August 9 - 10 by 4:00pm (CST)

If you have any questions, concerns, confirming deliveries, or to set up pickup after the show call Anna Macedo at 918.622.8102, ext.1006. Freight left at show site will be shipped back to exhibitor by Party Pro Rents through a standard parcel carrier within 10 business days and billed to exhibitor.

Discount Deadline: July 21, 2017

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Party Pro Rents move-in will be charged 50% of the listed price.

All charges MUST be prepaid and Credit Card must be on file with this order:

Make checks payable to Party Pro Rents

Sub-Total	
Fuel Surcharge (4% of Sub-Total)	
Total Due	

By signing below you authorize Party Pro Rents to handle any freight sent to the show from your company

Authorized Representative:(Signature) _____ Date: _____
 Authorized Representative:(Printed) _____ Event Contact:: _____
 Cell Phone: _____ Office Phone: _____



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Freight/Shipping Labels
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- Freight collect shipments WILL NOT be received
- All shipments must arrive with original copies of empty and laden weight tickets from a certified scale
- Party Pro Rents is NOT Equipped to handle refrigerated or frozen shipments
- Public halls and hotels are not equipped to handle or store freight prior to exhibitor move in
- Late shipments are subject to additional handling charges.
- Our services include off-loading at our dock or public facility dock, delivery to your booth, removal and storage of empty containers during show hours, return of containers at end of show and loading out on carriers' trucks at show sites.
- All shipments should be insured by the exhibitor from the time the freight leaves the point of origin until the shipment returns to the exhibitor after the end of the event.
- Party Pro Rents is not responsible for shipments left in your booth. We will ship these as your carrier arrives to load, provided that your company representative has made prior to arrangements to do so.
- If your carrier fails to pick up your shipment, Party Pro Rents reserves the right to reroute such shipments or haul them to our warehouse pending advice from the exhibitor, who will be charged accordingly for this service. Party Pro Rents will not assume liability as a result of these changes.
- Party Pro Rents will not be responsible for damage to improperly packed materials whether visible or concealed or for theft or loss of any materials.

2017 OKC Renovation & Landscaping Show
c/o Party Pro Rents
6650 E 44th St
Tulsa, OK 74145



Place exhibitor name & booth number on top line

2017 OKC Renovation & Landscaping Show
c/o Party Pro Rents
Cox Convention Center
1 Myriad Garden
Oklahoma City, OK 73102



Place exhibitor name & booth number on top line



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CREDIT CARD AUTHORIZATION

Customer or Business Name: _____ Booth#: _____

Billing Address (Where credit card statements are sent)

Daytime Phone#: _____ Cell Phone#: _____

Type of Credit Card: ___Mastercard ___Visa ___American Express ___Discover

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Cardholder Signature: _____ Date: _____

Print Cardholder Name: _____

Please check the appropriate box:

This authorization is to be used for the current purchase only. For the dollar amount of \$ _____

Retain this card on file during the show and List the authorized users to confirm services during the Remodeling Expo _____

All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Rental reservations that are paid before or on the discount deadline date will receive the discount price rate. Payments received after the discount deadline date and time will receive standard pricing. All payments are due in advance.

If ordering with a Purchase Order (PO#), arrangements must be made with Party Pro Rents to determine a payment schedule. A discount does not apply when paying with a PO# without communication.

I accept and agree to the responsibility for all rental items released to me until returned to Party Pro Rents in the condition items were received and according to the date specified on the Order Confirmation. I understand during the course of rental items can be lost, damaged or misplaced. I authorize Party Pro Rents to apply charges to the above specified credit card for any lost, damaged or misplaced items not returned by the due date if no other arrangements have been made for payment. Rental charges will not be applied toward the sale amount for damaged and lost items.