

Posh Event Services, Inc.  
1020 Pittsburgh Drive, Ste. B  
(740)362-0004 / (740)362-1004 Fax  
Website: [www.poshevent.com](http://www.poshevent.com)  
Email: [exhibitorservice@poshevent.com](mailto:exhibitorservice@poshevent.com)



Memories Scrapbooking Expo- Columbus  
March 26- 27, 2010  
Ohio Expo Center (Lausche Building)

Posh Event Services, Inc. is proud to be the exclusive General Service Contractor  
(Decorator) for Memories Scrapbooking Expo 2010.  
We look forward to working with you on all your show equipment and service needs.

**EXHIBITOR INFORMATION**

**Booth Description:**

**10' x 10' with 8' back and 8' side drape and includes:  
(1) 7"x44" ID sign, (1) 6' skirted table, (2) chairs and (1) wastebasket**

**Show colors:**

**Red and White**

*Items provided by Show Management may not be returned or exchanged for credit, cash or different furnishings.*

**If you have additional equipment or service needs; print, complete and fax the applicable pages including the Payment Form.  
PoSH, ABF and Ohio Expo Center forms are included below**

**NOTABLE DEADLINE DATES**

**Discount Rate: Orders must be received in our office by: **Friday, March 19<sup>th</sup>, 2010****

**SHIPPING**

**Advanced Warehouse: Freight must arrive by: **Friday, March 19<sup>th</sup>, 2010 (4pm)****

**To Show-Site: Freight should not arrive before: **Wednesday, March 26<sup>th</sup>, 2010 (9am)****

Thank you,

Exhibitor Services Dept.  
Posh Event Services, Inc.  
740-362-0004 ext 402



**PAYMENT AUTHORIZATION FORM**  
**Deadline for Discount Rate: Friday March 19<sup>th</sup>, 2010**

**Return To:**  
**1020 Pittsburgh Drive, Suite B**  
**Delaware, OH 43015**  
**(740)362-0004 / (740)362-1004 Fax**

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.  
**Cancellation Policy:** Cancellation after 3/22/10 will be charged at 75% of regular rate.  
**Late Request:** Requests after deadline will be filled as available at standard rates.

Our **CREDIT POLICY** requires **100% payment** with order for service, tax, and anticipated freight. This form with your **credit card** information for payment of advance and show site orders must be forwarded to PoSH Events Services, Inc. in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. ALL orders received after deadline (indicated on each form) will be charged at standard rates. All unpaid balances will be collected from your representative at show site before services can be rendered. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. **TERMS:** Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees connected with the collection of your accounts.

**CREDIT CARD INFORMATION**

Card Member Name (PRINT) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Credit Card Billing Address (PRINT) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Charge to:  VISA  AMERICAN EXPRESS  MASTER CARD  
 Account Number \_\_\_\_\_ Code \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Card Holder Signature \_\_\_\_\_

**SERVICES AND EQUIPMENT ORDERED**

**Rentals:** FURNITURE RENTAL ORDER FORM \$ \_\_\_\_\_  
 CARPET RENTAL ORDER FORM \$ \_\_\_\_\_

**SUB-TOTAL \$ \_\_\_\_\_**  
**SALES TAX 6.75% \$ \_\_\_\_\_**  
**RENTAL TOTAL \$ \_\_\_\_\_**

**Freight/ labor:** MATERIAL HANDLING PAYMENT \$ \_\_\_\_\_  
 LABOR/ FORKLIFT OPERATOR ORDER FORM \$ \_\_\_\_\_

**LABOR TOTAL \$ \_\_\_\_\_**

**REMIT TO: PoSH EVENT SERVICES INC. =>** **GRAND TOTAL: \$ \_\_\_\_\_**

(ALL UNPAID BALANCES AT THE CONCLUSION OF THE EVENT WILL BE INVOICED TO THE CREDIT CARD ON FILE)

Name of Event Offinger's Memories Expo Booth number \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 All orders are subject to the terms and conditions as outlined on the payment form. Pg. 1



**Return To:**  
**1020 Pittsburgh Drive, Suite B**  
**Delaware, OH 43015**  
**(740)362-0004/ (740)362-1004**

## Furniture Rental Order Form:

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

**Cancellation Policy:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**Late Request:** Requests after deadline will be filled as available at standard rates.

**Color/Size Selection:** Choices not indicated will be selected by Posh Event Services to coordinate with show colors and size of exhibit.

Chairs, Stools Coffee Tables					Display Tables – 30' High x 2' wide				
Qty	Description	Discount Rate	Standard Rate	Amount	Qty	Description	Discount Rate	Standard Rate	Amount
	Upholstered Arm Chair Gray	36.00	45.00			4' long table SKIRTED 3 sides	65.00	75.00	
	Stool – 30" Black with Back	42.00	52.50			6' long table SKIRTED 3 sides	72.00	90.00	
	Armless Side Chair Gray Vinyl	27.00	33.90			8' long table SKIRTED 3 sides	84.00	105.00	
	Folding Chair - Brown	18.00	22.50			(additional) all sides draped	24.00	30.00	
	Pedestal Table 30" high x 30" wide	42.00	52.50			4' long table NOT skirted	21.00	26.40	
	Pedestal Table 40" high x 30" wide	50.50	62.00			6' long table NOT skirted	30.00	37.50	
						8' long table NOT skirted	39.00	49.00	
	Linen for Pedestal Table 30" Hi	25.00	31.50		CHECK SKIRT COLOR (Includes Top Covered with White Vinyl) Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>				
	Linen for Pedestal Table 40" Hi	25.00	31.50						
Accessories					Display Table Counters – 40" high x 2' wide				
	Wastebasket	10.00	12.00			4' long table SKIRTED 3 sides	72.00	90.00	
	Easel, Tripod	21.00	26.40			6' long table SKIRTED 3 sides	86.00	108.00	
	Black Metal Grid Walls 2' x8'	36.00	45.00			8' long table SKIRTED 3 sides	100.00	108.00	
	Garment Rack 5' long	36.00	45.00			4' side draped (additional) all sides	36.00	45.00	
	Chrome Stanchion	24.00	30.00			4' long table NOT skirted	27.00	34.00	
	White Plastic Chain (per ft)	2.10	2.70			6' long table NOT skirted	36.00	45.00	
	Mannequin (Call for style)	90.00	112.50			8' long table NOT skirted	45.00	57.00	
	Sculpture Stands (48"hi 14"sq)	42.00	52.50			Glass Showcase Lighted w/lock 4' hi W/ 2 shelves	300.00		
	Sculpture Stands (15"hi 30"sq)	42.00	52.50						
Special Booth Draping					CHECK SKIRT COLOR (Includes Top Covered with White Plastic)				
	Telescoping Rod	12.00	15.60			Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>			
	8' Post & 13" Square Base	18.00	24.00		<b>Table Risers – 12" wide, Covered White</b> 4' long. Single Step. 12" ht. 24.00 30.00 6' long. Single Step. 12" ht. 36.00 45.00 8' long. Single Step. 12" ht. 48.00 60.00 Color Drape for riser Spec Color _____ 36.00 45.00				
	36" Post & 2' Square Base	18.00	22.00						
	White Vinyl Table Cover	14.40	16.00						
	Special color side rails drapes. 36" high-Price per linear foot	3.00	4.50						
	Special color side rails drapes. 8' high-Price per linear foot	5.00	6.50						
CHECK SKIRT COLOR (Includes Top Covered with White Plastic)									
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>	Gold	<input type="checkbox"/>	Plum
<input type="checkbox"/>	Gray	<input type="checkbox"/>	Red	<input type="checkbox"/>	White	<input type="checkbox"/>	Teal	<input type="checkbox"/>	

No credit will be given after close event on items or services ordered. If you have a problem please see the Posh Event Service Desk Personnel at the event site prior to opening.

Changes listed above include delivery to your booth, rental (not sale) during the event, and removal.

**Sub Total:** \_\_\_\_\_ \$

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event Memories 2010  
 Firm Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Street City State Zip Code

Booth Number \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_  
 Fax (\_\_\_\_) \_\_\_\_\_  
 Date \_\_\_\_\_

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_  
 (Must be received in our office by deadline )



**Return To:**  
**1020 Pittsburgh Drive, Suite B**  
**Delaware, OH 43015**  
**(740)362-0004/ (740)362-1004**

## Carpet Rental Order Form

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

**Cancellation Policy:** Cancellation after deadline will be charged at 50% of prevailing rate.

**Late Request:** Cancellation after deadline will be 100% of prevailing rate

**Color/Size Selection:** Requests after deadline will be filled as available at standard rates. Choices not indicated will be selected by Posh Event Services to coordinate with show colors and size of exhibit

### Standard Exhibit Booth Carpet

Standard exhibit booth carpet price includes rental, removal and front taping only.

Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired see section below.

CHECK ONE	Discount Rate	Standard Rate	CHECK ONE	Discount Rate	Standard Rate
<input type="checkbox"/> 10ft x 10ft	\$84.00	\$105.00	<input type="checkbox"/> 10ft x 30ft	\$252.00	\$315.00
<input type="checkbox"/> 10ft x 20ft	\$168.00	\$210.00	<input type="checkbox"/> 10ft x 40ft	\$336.00	\$420.00

#### CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

BLACK  BLUE  GRAY  RED  TEAL

### Complete Exhibit Area Carpet

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

Complete area size _____ FT x _____ FT = _____ SQ. FT@	Discount Rate	Standard Rate	Total
	\$2.00	\$2.45	= \$ _____

#### CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

BLACK  BLUE  GRAY  RED

### Custom Decorators Plush Carpet

Custom carpet is an upgraded 34 oz. Carpet in 12 decorator colors. Swatches will be sent to you upon your request.

Minimum order for custom carpet is 100 sq. ft. Order must be received in our office 4 weeks prior to show.

Custom Carpet Size _____ FT x _____ FT = _____ SQ. FT@	Discount Rate	Standard Rate	Total
	\$2.45	\$3.20	= \$ _____

#### CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET: (Other colors available upon request.)

<input type="checkbox"/> Baby Blue	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Misty Grey
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Ebony Black	<input type="checkbox"/> Gunmetal Grey	<input type="checkbox"/> Sandstone Beige
<input type="checkbox"/> Cherry Red	<input type="checkbox"/> Evergreen	<input type="checkbox"/> Ivory White	<input type="checkbox"/> Sky Blue

### Padding – Plastic Covering - Tape

RATES INCLUDE INSTALLATION AND REMOVAL	Discount Rate	Standard Rate	Total
Padding Area Size _____ FT x _____ FT = _____ SQ. FT@	\$.72	\$.90	= \$ _____
Plastic Covering Area _____ FT x _____ FT = _____ SQ. FT@	\$.24	\$.30	= \$ _____
Additional Carpet Tape _____ LN. FT@	\$1.20	\$1.50	= \$ _____

**Carpet Cleaning – ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq.ft. @ \$.18 Total \$ \_\_\_\_\_**

No credit will be given after close event on items or services ordered. If you have a problem please see the Posh Event Service Desk Personnel at the event site prior to opening.

Changes listed above include delivery to your booth, rental (not sale) during the event, and removal.

**Sub Total:** \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form. →

Name of Event **Memories 2010** Booth Number \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 Street City State Zip Code  
 Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Must be received in our office by deadline)*





**RUSH CONVENTION  
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: Fri., March 19<sup>th</sup>, 2010

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

1020 Pittsburgh Dr., Suite B  
Delaware, Ohio 43015  
**Show: Memories Expo 2010- Columbus**

**BOOTH NO.** \_\_\_\_\_

**NO.** \_\_\_\_\_ **of** \_\_\_\_\_ **pcs.**

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(YOUR COMPANY NAME)

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Delaware, Ohio 43015  
**Show: Memories Expo 2010- Columbus**

**BOOTH NO.** \_\_\_\_\_

**NO.** \_\_\_\_\_ **of** \_\_\_\_\_ **pcs.**

**RUSH CONVENTION  
EXHIBIT MATERIAL**

**“FOR DIRECT TO SHOW SITE”  
MUST NOT ARRIVE BEFORE:  
Wednesday, March 24<sup>th</sup>, 2010**

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

**SITE:  
Ohio Expo Center- Lausche Building  
717 E. 17<sup>th</sup> Ave.  
Columbus, OH 43211**

**C/O: PoSH Event Services**

**BOOTH NO. \_\_\_\_\_**

**NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.**

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Columbus, OH 43211**

**C/O: PoSH Event Services**

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**C/O: PoSH Event Services**

**BOOTH NO. \_\_\_\_\_**

**NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.**



**ABF Freight System, Inc.**  
**Trade Show Services**  
**Request For Information**



Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor **PoSH Event Services, Inc.** 740-362-0004 Contact- Ryan

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings? Yes  No

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes  No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 1-800-836-3320  
 or mail to:

**ABF Freight System, Inc.**  
 Trade Show Services  
 P.O. Box 697  
 Cherryville, NC 28021



**Return To:**  
**1020 Pittsburgh Drive, Suite B**  
**Delaware, OH 43015**  
**(740)362-0004/ (740)362-1004 Fax**

**LABOR AND FORKLIFT SERVICE ORDER FORM**

**Payment Policy** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**Cancellation Policy** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**Late Request** Requests after deadline will be filled as available at the standard rates.

Starting time can be guaranteed only in those instances where staff are requested at the beginning of the official set-up time. While every attempt will be made to provide staff at later times, their starting time must be approximate, since staff assigned to jobs at the start of the day cannot gauge exact completion time of first job assignment. It is important that exhibit representative check in at service desk to pick up labor ordered. Exhibit representative must also check the labor back in at the service desk upon completion of work. All work will be done under supervision of the exhibitor representative.

**Labor by PoSH EVENT SERVICES**

ORDER	NUMBER OF STAFF REQUIRED	EST.HRS (1 HR INCREMENTS) EACH LABORER
Labor For Installation		
Labor For Dismantle		

Installation of exhibit Space/unloading w/out forklift

- 1 Date needed: \_\_\_\_\_
2. Est. Starting Time \_\_\_\_\_ AM / PM
3. Est. Finishing Time \_\_\_\_\_ AM / PM
4. Comments:

**Forklift Labor by PoSH EVENT SERVICES**

ORDER	START DATE	EST. HRS (1 HR MINIMUM)	START TIME	END TIME	
Forklift for Move-in					
Forklift for Move-out					

**Rates: Estimate Labor Services Cost for Advance Payment**

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00AM and after 5:00PM weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. There is a minimum charge of (1) hour per man. Rates are listed below.

**MOVE-IN / INSTALLATION- STRAIGHT TIME**

Number of staff \_\_\_\_\_ x Number of hours per person \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Straight Time Hours x \$25.00 / Hr. = \$ \_\_\_\_\_  
 Forklifts \_\_\_\_\_ x Number of hours \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Straight Time Hours x \$50.00 / Hr. = \$ \_\_\_\_\_

**MOVE-IN / INSTALLATION- OVERTIME**

Number of staff \_\_\_\_\_ x Number of hours per person \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Overtime Hours x \$37.00 / Hr. = \$ \_\_\_\_\_  
 Forklifts \_\_\_\_\_ x Number of hours \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Overtime Hours x \$75.00 / Hr. = \$ \_\_\_\_\_

**MOVE-OUT / DISMANTLE- STRAIGHT TIME**

Number of staff \_\_\_\_\_ x Number of hours per person \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Straight Time Hours x \$25.00 / Hr. = \$ \_\_\_\_\_  
 Forklifts \_\_\_\_\_ x Number of hours \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Straight Time Hours x \$50.00 / Hr. = \$ \_\_\_\_\_

**MOVE-OUT / DISMANTLE- OVERTIME**

Number of staff \_\_\_\_\_ x Number of hours per person \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Overtime Hours x \$37.00 / Hr. = \$ \_\_\_\_\_  
 Forklifts \_\_\_\_\_ x Number of hours \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Overtime Hours x \$75.00 / Hr. = \$ \_\_\_\_\_

**Add 30% if supervised by PoSH EVENT SERVICE (30.00 min.) = \$ \_\_\_\_\_**

No credit will be given after close of event on items or services ordered, but not received. If you have a problem, please see the Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Subtotal: \$ \_\_\_\_\_

**Please transfer this total to the ADVANCE PAYMENT FORM**

Name of Event Memories 2010  
 Firm Name \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_  
 Print / Type Name \_\_\_\_\_ Signature \_\_\_\_\_

Booth Number \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date \_\_\_\_\_

(This form must be received in our office by the deadline. Thank You.)



CORPORATE OFFICE:

P O Box 2969  
 ZANESVILLE, OHIO 43702  
 PHONE 740-454-1201  
 FAX 740-454-4809

**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**

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

**ELECTRICITY AND ACCESSORIES**

QUANTITY	SINGLE PHASE	ADVANCE RATES	FLOOR RATES	TOTAL
	120 Volt 0-1000W	\$ 50.00 per outlet	\$ 75.00 per outlet	
	120 Volt 1000- 2000W	\$ 55.00 per outlet	\$ 80.00 per outlet	
	208 Volt 20 Amp	\$ 75.00 per outlet	\$ 110.00 per outlet	
	208 Volt 30 Amp	\$ 95.00 per outlet	\$ 135.00 per outlet	
	208 Volt 50 Amp	\$ 125.00 per outlet	\$ 175.00 per outlet	
<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	

**PAYMENT PLEASE MAKE CHECKS PAYABLE TO: EXPO SERVICE TOTAL**

**CHECKS - Please complete the following:** Check Number: \_\_\_\_\_ Dated \_\_\_\_\_ Amount \$ \_\_\_\_\_  
**CREDIT CARD - Please complete the following:** VISA M/C AM EX DIS (CIRCLE ONE)  
 Card member \_\_\_\_\_ Acct. Number \_\_\_\_\_ EXP. \_\_\_\_\_  
 I.D. Number \_\_\_\_\_ 3 or 4 digit no. on back of card  
 Signature \_\_\_\_\_

NOTE: All Checks are deposited upon receipt. Do not post date!  
 There is a \$25.00 charge for all checks returned by the bank.

Name of Event \_\_\_\_\_ Booth Number(s) \_\_\_\_\_  
 Firm Name \_\_\_\_\_  
 Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Print Your Name \_\_\_\_\_ Signature \_\_\_\_\_

**50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.**  
**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 RECORDS**

# PIONEER COMMUNICATIONS

## TELEPHONE & INTERNET ORDER FORM

Show Name \_\_\_\_\_ Show Date \_\_\_\_\_

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_ On Site Contact \_\_\_\_\_

Booth Location \_\_\_\_\_ Booth Number \_\_\_\_\_

Date for Service to Begin \_\_\_\_\_ Date for Service to End \_\_\_\_\_

### TELEPHONE SERVICE

There are two telephone service plans to choose from. Price includes installation.

**Basic Service (\$225.00) (Typical use - Credit Card machine) includes:**

Unlimited local calls and access to toll free numbers.

NO Long Distance Access. All long distance calls except toll free numbers are blocked.

**Enhanced Service (\$225.00) (Typical uses - Voice line and Fax machine) includes:**

Unlimited local calls and access to toll free numbers.

Limited Long Distance Access to the continental United States.

All Long Distance calls are billed at ten cents per minute.

Select the Telephone Service you require from the list below:

QTY	SERVICE PLAN			TOTAL
_____	Basic Service	Local Calls, Toll Free, NO LD	Per Line	\$225.00 _____
_____	Enhanced Service	Local Calls, Toll Free, LD Access	Per Line	\$225.00 _____
_____	Analog Phone	Rental - Analog Phone	Per Phone	\$20.00 _____

### HIGH SPEED INTERNET SERVICE

QTY	SPEED	DESCRIPTION OF TYPICAL USE	TOTAL
_____	256K	Basic Service for checking e-mail, displaying website	\$250.00 _____
_____	512K	Most popular service. VPN, On-line order placement	\$275.00 _____
_____	768K	High speed for multiple users, heavy order placement	\$325.00 _____
_____	1 MB	Heavy duty usage, streaming video, inventory balancing	\$425.00 _____
_____	1.5 MB	Heavy data networking, streaming video, orders, inventory	\$525.00 _____
_____	Router	Rental – Router 4 Port	\$35.00 _____

# PAYMENT

Calculate the charges for the services you are requesting and enter on the lines below:

Notes or Special Instructions about your order: _____ _____ _____	Telephone Service _____
	Internet Service _____
	Sub Total _____
	Tax (Sub Total X 6.75%) _____
	<b>Total Payment Due</b> _____

All Telephone / Internet Orders **must be prepaid** before the start of the show. Fax your order form with credit card info to 614-471-9797. Pioneer Communications will send you a confirmation of your order via e-mail or fax within 48 hours. If you choose to mail your order, send a check or money order, payable to Pioneer Communications, Inc., to the following address:

**Pioneer Communications, Inc.**  
**P.O. Box 307634**  
**Gahanna, Ohio 43230-7634**

**Orders for Enhanced Telephone Service and Internet Service must have a valid credit card on file.** Long distance charges will be billed to the credit card on file within 30 days of the show end. **Equipment for Internet Service that is not returned will be billed \$200 to the credit card on file.**

## TERMS AND CONDITIONS

Order must be received, with payment, no later than 7 calendar days prior to the show start date. Orders received during the last week before the show date will be assessed a late fee of \$35. Returned check fee is \$35.

Phone lines and internet connections may not be shared or extended between booths unless approved in advance of show. Special pricing will apply. Call for rates.

No refunds after installation is made or show has started.

### LIMITATION OF LIABILITY

Pioneer Communications, Inc., and its suppliers or subcontractors will not be liable for any special or consequential damages or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use telephone, internet, and data networking services, separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not Pioneer Communications, Inc., or its suppliers or its subcontractors have been advised of the possibility of such damage or loss.

In no event shall liability exceed a refund of amount actually paid to Pioneer Communications, Inc., for telephone, internet, and data networking services.

### INTERNET SERVICE AND CIRCUITS

Pioneer Communications, Inc., does not provide a firewall, virus protection, or any other type of security for any circuit or internet connection. All means of protection are the responsibility of the Customer.

Pioneer Communications, Inc., will immediately terminate service if a Customer is found to be initiating virus attacks or engaging in illegal or disruptive behavior. This decision will be made at the sole discretion of Pioneer Communications, Inc., and no refund of fees will be made.

### AGREEMENT

This contract contains the entire understanding and agreements between Pioneer Communications and the Customer. There are no other representations, arrangements, understandings, or agreements, oral or written, between Pioneer Communications, Inc., and the Customer. By signing below, Customer agrees to be bound by the above terms and conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact **Pioneer Communications (614-475-0567)** ([Service@PioneerCommunications.Biz](mailto:Service@PioneerCommunications.Biz)) if you have any questions, comments, or need assistance in any way. We are always glad to help our customers and enjoy hearing from you. Thank you for your business.

**PIONEER COMMUNICATIONS**  
**CREDIT CARD PAYMENT**  
**AUTHORIZATION FORM**

COMPANY INFORMATION

Show Name \_\_\_\_\_ Show Date \_\_\_\_\_

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

CREDIT CARD BILLING INFORMATION

Name on Credit Card \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Credit Card Type (Circle One)     Visa     Mastercard

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ (MM / YY)

Credit Card Security Number (3 digit number, usually found on back of card.) \_\_\_\_\_

I acknowledge the above information is correct and that I am the authorized cardholder. I hereby authorize Pioneer Communications, Inc., to charge the above credit card for all charges incurred for the above named event.

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_