July 11th-13th 2014
Goodguys PPG Nationals
Vendor's Decorator Kit

Ohio Expo Center Policies

SUSPENDED MATERIALS (signs, banners, etc.)

For liability reasons only OEC contractors are permitted to attach any banners, signs, or other materials to the building structure. As an on-site contractor **Expo Services** will be able to assist you with any materials you require hung. You should contact show management concerning any rules or restrictions.

ADHESIVES (tapes etc.)

Each vendor will be responsible for the removal of all tapes or other adhesives used when installing their booth and carpet. Vendors should contact Expo Services with any questions concerning what type of tapes are acceptable. Expo Services will be responsible only for the removal of materials they install.
The vendor will be charged for labor to remove of any tape etc. left in their booth area.

Have a Great Show!!

expo SERVICES

CORPORATE OFFICE:
P O Box 2969
Zanesville, OH 43702
Phone: 740-454-1201
Fax: 740-454-4809

Payment Information Form

DEADLINE DATE June 30th, 2014

***** THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER *****

SERVICES AND EQUIPMENT ORDERS

NOTE: COMPLETE ONLY THE INFORMATION ASSOCIATED WITH ENCLOSED FORMS

	Taxable	Non Taxable
A) Booth Decorating Form _____	$ _____	$ _____
B) Carpet Rental Order Form _____	$ _____	$ _____
D) Shipping/Freight Service Order Form_	$ _____	$ _____
E) Electrical Service Order Form _____	$ _____	$ _____
F) Taxable Sub Total __ (sum A thru E) ____	$ _____	
H) Ohio Sales/Use Tax ___(G x 6.75%) ____	$ _____	

TOTALS_____ ___ $ _____ + $ _____ = $ _____
(Sum F & G) (Sum A thru E) **TOTAL**

NOTE: All sales & rentals are subject to Ohio Sales/Use Tax
If you are exempt from sales/use Tax within the State of Ohio , you must provide a Certificate of Exemption or pay applicable tax.

METHODS OF PAYMENT

CHECKS - Please complete the following:

MAKE CHECKS PAYABLE TO : EXPO SERVICES

Check Number: _____ Dated _____

Amount $_____

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

CREDIT CARD - Please complete the following: VISA M/C AM EX DIS
(CIRCLE ONE)

Acct. Number _____ _____ _____ _____

Exp. Date _____ I.D. Number _____ 3 or 4 digit no. on back of card

Card Holder _____

Signature _____

PAYMENT MUST BE RECEIVED IN FULL PRIOR TO DEADLINE TO BE ENTITLED TO ADVANCE RATE

CONDITIONS OF RENTAL: **NO EXHIBITOR MATERIALS CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING. NO RENTAL ITEMS/MATERIALS MAY BE ALTERED IN ANY WAY. ANY AND ALL DAMAGES/ALTERATIONS WILL BE CHARGED AT REPLACEMENT COST AND WILL BE THE RESPONSIBILITY OF THE EXHIBITOR. (rental rates will not apply as credit)**

Name of Event **2014 17th Goodguys PPG Nationals**

Firm Name _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____

Print Your Name _____ Signature _____

50% CANCELLATION FEE FOR ALL ORDERS CANCELED 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**

expo SERVICES

CORPORATE OFFICE:
P O Box 2969
Zanesville, OH 43702
Phone: 740-454-1201
Fax: 740-454-4809

Order Form A

BOOTH DECORATING FORM

DEADLINE DATE June 30th, 2014

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

FURNITURE - TABLES - CARPETING - ACCESSORIES

QTY	TABLES & RISERS (undraped)	ADVANCE RATE	FLOOR RATE	EXTENDED PRICE
	TABLE - 24"x 4'x 30"	$28.00	$34.00	
	TABLE - 24"x 6'x 30"	$30.00	$36.00	
	TABLE - 24"x 8'x 30"	$33.00	$40.00	
	RISER - 12"x 4'x 12"	$15.00	$20.00	
	RISER - 12"x 6'x 12"	$20.00	$25.00	
	RISER - 12"x 8'x 12"	$30.00	$35.00	
	Extend Table to 40" High (Adder)	$12.00	$15.00	
	TABLES & RISERS (draped)	*Circle color preferred -*	Black - Blue - Red - White - Maroon - Yellow- _____	
	TABLE - 24"x 4'x 30"	$42.00	$50.00	
	TABLE - 24"x 6'x 30" 3 sides	$59.00	$75.00	
	TABLE - 24"x 8'x 30" 3 sides	$70.00	$80.00	
	FULL SKIRT (FOUR SIDES) ADDER	$35.00	$45.00	
	RISER - 12"x 4'x 12"	$22.00	$35.00	
	RISER - 12"x 6'x 12"	$29.00	$40.00	
	RISER - 12"x 8'x 12"	$40.00	$50.00	
	Extend Table to 40" High (Adder)	$24.00	$30.00	
	SPECIAL BOOTH DRAPE	*Circle color preferred -*	Black - Blue - Red - White - Maroon - Yellow- _____	
	Siderail Drape 36"Ht. / Linear Ft	$3.00	$7.00	
	Back Drape 8' Ht. / Linear Ft.	$6.00	$8.00	
	White Vinyl Table Cover	$12.50	$15.00	
	Special Skirting 30"Ht. / Linear Ft.	$4.50	$5.50	
	Special Skirting 40"Ht. / Linear Ft.	$5.00	$6.00	
	FURNITURE			
	FOLDING CHAIR	*$5.00*	*$6.00*	
	STACK CHAIR	*$25.00*	*$32.00*	
	BAR STOOL	*$40.00*	*$48.00*	
	OFFICE CHAIR	*$40.00*	*$48.00*	
	EASEL, Chrome Tripod	*$17.50*	*$22.50*	
	WASTE BASKET	*$8.00*	*$12.00*	
	other requests: (call for Pricing)			
	Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"		Taxable SUB-TOTAL	

The above is a basic listing of items available. Contact a representative for quotation on other items.

Name of Event **2014 17th Goodguys PPG Nationals**

Firm Name _____ Tel. No. _____

Address _____ City _____ 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**

expo SERVICES

CORPORATE OFFICE:
P O Box 2969
Zanesville, OH 43702
Phone: 740-454-1201
Fax: 740-454-4809

Order Form B

CARPET RENTAL ORDER FORM

DEADLINE DATE June 30th, 2014

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping.
Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas. Cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area exhibit carpet is desired, see section below

	CHECK ONE	ADVANCE RATE	FLOOR RATE		CHECK ONE	ADVANCE RATE	FLOOR RATE
	9 Ft. x 10 Ft.	$80.00	$100.00		9 Ft. x 30 Ft.	$225.00	$270.00
	9 Ft. x 20 Ft.	$150.00	$180.00		9 Ft. x 40 Ft.	$300.00	$350.00
	Bulk spaces per sq. ft.	$0.85	$1.05				

Circle One: Black - Blue - Red - Grey - Green - other _____

COMPLETE EXHIBIT AREA CARPET

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

Custom cut - Special Order Final Price is dependent on actual carpet cost	ADVANCE RATE	FLOOR RATE	TOTAL
Complete AreaSize_____ Ft. x _____ Ft. = _____ Sq. Ft. @	$2.25	$2.75	

Circle One: Black - Blue - Red - Grey - Green - other _____

PADDING - PROTECTIVE PLASTIC COVERING - TAPE

☐ **Padding Area Size** _____ Ft. x _____ Ft. = _____ Sq. Ft. @ $0.85 / Sq. Ft. = $ _____

☐ **Protective Plastic Area** _____Ft. x _____ Ft. = _____ Sq. Ft. @ $0.15 / Sq. Ft. = $ _____

☐ **Additional Carpet Tape** _____ Ft. @ $1.00 Linear. Ft. = $ _____

VACUUMING/CLEANING

Individual cleaning for your booth may be ordered by checking below
(Charges are based on gross booth area)

☐ Vacuuming ONCE prior to show opening ……..……$ .25 per sq. ft.
☐ Vacuuming EVERY DAY during event……$ .20 per sq. ft. per day
☐ Vacuuming, dusting display area & emptying waste-baskets……$ .30 per sq. ft. per day

Booth Size: _____ ft. x _____ ft. = _____sq. ft. x $_._____ per sq. ft. x _____ days = $ _____.____

Total each of the top three sections and enter here **Taxable SUB-TOTAL** _____

Total from VACUUM/CLEANING Section enter here **Non Taxable SUB-TOTAL** _____

Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"

Name of Event _____2014 17th Goodguys PPG Nationals_____

Firm Name _____ Tel. No. _____

Address _____City _____ 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**

CORPORATE OFFICE:
P O Box 2969
Zanesville, OH 43702
Phone: 740-454-1201
Fax: 740-454-4809

Order Form D

EXHIBITOR'S SHIPPING INSTRUCTIONS, INFORMATION & RATES

DEADLINE June 14th, 2014

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

Name of Event _____ **2014 17th Goodguys PPG Nationals** _____

Name of Exhibiting Company _____

(your Booth/Company Name)
c/o Expo Services & Professionals
717 East 17th Ave.
Columbus, Oh 43211

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

ESTIMATED ADVANCE PAYMENT AMOUNT $ _____FOR _____LBS.

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

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

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

RATES: UNLESS SPECIFIED OTHERWISE, THESE RATES ARE ROUND TRIP BASED ON INCOMING WEIGHT

MINIMUM CHARGE all classification……200 lbs.

CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE SHOW SITE:
Material will unloaded and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

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

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

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

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

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

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

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

ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

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

EXPO SERVICES AND IT'S SUBCONTRACTORS, SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, IMPROPERLY PACKED MATERIALS, GLASS BREAKAGE OR CONCEALED DAMAGE. EXPO SERVICES AND IT'S SUBCONTRACTORS ARE NOT AND CAN NOT BE HELD RESPONSIBLE FOR LOSS OR THEFT OF MATERIALS ONCE THEY HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH SPACE. SIMILARLY THEY CAN NOT BE HELD RESPONSIBLE FOR DISAPPEARANCE OF MATERIALS PRIOR TO BEING PICKED UP FOR

LOADING OUT AT THE CONCLUSION OF THE SHOW. ALL BILLS OF LADING, OR SHIPPING INSTRUCTIONS ,FURNISHED EXPO SERVICES FOR EXHIBITOR'S SHIPMENT WILL BE CHECKED AT TIME OF LOADING AND CORRECTIONS MADE WHERE DISCREPANCIES EXIST. EXPO SERVICES AND IT'S SUBCONTRACTORS SHALL NOT HELD RESPONSIBLE FOR LOSS, DELAY OR DAMAGE DUE TO STRIKE, LOCKOUT, OR WORK STOPPAGES OF ANY KIND.

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

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

THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED.

KEEP A COPY FOR YOUR RECORDS

expo SERVICES

CORPORATE OFFICE:
P O Box 2969
Zanesville, OH 43702
Phone: 740-454-1201
Fax: 740-454-4809

Order Form E

EXHIBITOR ORDER FORM
OHIO EXPO CENTER ELECTRICAL SERVICES

DEADLINE DATE June 30th, 2014

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

RATES

Rates quoted below cover resonable 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!

SPECIAL WIRING

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	
	THREE PHASE			
	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	
	EQUIPMENT			
	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	
	LABOR			
	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			**Non-taxable SUB-TOTAL**	

Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"

Name of Event **2014 17th Goodguys PPG Nationals**

Firm Name _____ Tel. No. _____

Address _____ City _____ 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**