

**Tradeshow Services, Inc.** 245 Huls Drive Englewood, Ohio 45315  
 P 937 832-0144 T 855 263-6858 F 937 832-1904  
 tradeshow-services.com



COMPANY NAME (PLEASE TYPE OR PRINT)			
ADDRESS			PHONE
CITY	STATE	ZIP	FAX
PLEASE PRINT OR TYPE CONTACT PERSON	E-Mail Address (For Order Confirmation)		DATE

Our CREDIT POLICY requires payment with order for service INCLUDING TAX. This form with your check or credit card information must be forwarded to TRADESHOW SERVICES, INC. at the above address in order for us to provide any equipment or services. FULL PAYMENT of rental charges must accompany your order **before Deadline** to qualify for the **ADVANCE ORDER PRICES**. **ALL ORDERS RECEIVED AT THE SERVICE DESK WILL BE CHARGED AT FLOOR ORDER PRICES.** If advance orders are paid by credit card, additional services or rentals ordered at the show will be invoiced to your credit card.

**PLEASE SPECIFY HOW YOU WILL BE PAYING FOR**

CHECK

**CREDIT CARD INFORMATION**

CREDIT NUMBER																				
NAME ON CARD (PLEASE PRINT OR TYPE)	SIGNATURE				EXP. DATE				3 or 4 digit code											

**ALL ORDERS MUST BE ACCOMPANIED WITH FULL PAYMENT**

**NAME OF EVENT: AIR FORCE MARATHON EXPO**

RENTAL CARPET & PADDING \$ \_\_\_\_\_

ADDITIONAL TABLE & SKIRTING RENTAL \$ \_\_\_\_\_

ADDITIONAL CHAIR & ACCESSORIES RENTAL \$ \_\_\_\_\_

ESTIMATED MATERIAL HANDLING (NON TAXABLE SERVICE) \$ \_\_\_\_\_

Advance payment in full by check, money order, or credit card is required for all orders. 50% cancellation charge for orders cancelled/changed at show site. A \$30.00 surcharge will be added to your account if any checks or credit cards are denied. Applicable SALES TAX per letterhead address on this form with your remittance. (ENGLEWOOD 7.25%)

SUB TOTAL \$ \_\_\_\_\_

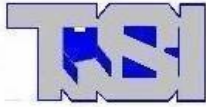
TAX 7.25% \$ \_\_\_\_\_

**NOTE:** Please include payment on this FORM only if the items you wish to order on TRADESHOW SERVICES, INC. Letterhead. If the sheet is not on TRADESHOW SERVICES, INC. Letterhead, send your order separately to the firm listed on the form.

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

**FOR OFFICE USE ONLY**

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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**2016 AIR FORCE MARATHON**

**ADVANCE PRICING DEADLINE:  
TUESDAY, SEPT. 6, 2016**

## CARPET AND PADDING

BELOW PRICING INCLUDES: INSTALLING, TAPING OF CARPET AND VACUUMING **ONCE** BEFORE INITIAL START OF EVENT. ALL CARPETS ARE 9' WIDE. SPECIALCUT / LAY CARPET IS AVAILABLE FOR ALL BULK AREA BOOTHS REQUIRING A TRUE 20' x 20', 20' x 30' etc. PLEASE ADD \$5.00 lin/ft. FOR CUT / LAY SERVICE. PADDING (1/4 in.) IS AVAILABLE FOR .75sq/ft. PADDING **WILL NOT** BE AVAILABLE

**AFTER DEADLINE DATE.**

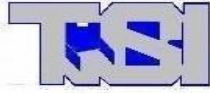
**COLOR CARPETS:**  BLACK  RED  BLUE  GRAY

QTY.	DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	AMOUNT
_____	9' x 10'	\$120.00	\$170.00	\$ _____
_____	9' x 20'	\$250.00	\$300.00	\$ _____
_____	9' x 30'	\$380.00	\$450.00	\$ _____
_____	9' x 40'	\$500.00	\$600.00	\$ _____
_____	18' x 20'	\$500.00	\$600.00	\$ _____
_____	18' x 30'	\$760.00	\$900.00	\$ _____
_____	18' x 40'	\$1,000.00	\$1,200.00	\$ _____
_____	sq/ft. PADDING	.75 sq/ft.	N/A	\$ _____
_____	lin/ft. SPECIAL CUT/LAY	\$5.00 lin/ft.		\$ _____

**ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM**

**CANCELLATION POLICY**  
**ORDERS canceled prior to move-in will be charge 50% of the original price.**  
**Orders canceled after move-in begins will be charged 100% of the original price.**  
**CHARGES FOR DAMAGED EQUIPMENT- CLEANING CHARGES WILL BE APPLIED FOR ALL ITEMS RETURNED SOILED.**

SUB TOTAL \$ \_\_\_\_\_  
 SALES TAX 7.25% \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_



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**2016 AIR FORCE MARATHON**

**ADVANCE PRICING DEADLINE:**

**Tuesday, Sept. 6, 2016**

**ADDITIONAL TABLE & SKIRTING RENTAL**

PLAIN TABLE = White Vinyl Top only SKIRTED TABLE = White Vinyl Top With **THREE** Sides Skirted

To Skirt **FOURTH** SIDE of Table, **ADD \$25.00**

TABLE SKIRT COLORS:  Blue  Black  Red  Navy  Gold  White  Teal  Burgundy

**REGULAR HEIGHT TABLE - 30" HIGH x 2' WIDE**

QTY	DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	AMOUNT
_____	2' x 4' x 30" Skirted	\$60.00	\$70.00	\$ _____
_____	2' x 4' x 30" Plain	\$29.00	\$34.00	\$ _____
_____	2' x 6' x 30" Skirted	\$65.00	\$75.00	\$ _____
_____	2' x 6' x 30" Plain	\$33.00	\$38.00	\$ _____
_____	2' x 8' x 30" Skirted	\$75.00	\$82.00	\$ _____
_____	2' x 8' x 30" Plain	\$36.00	\$44.00	\$ _____
_____	Table(s) FOURTH SIDE Skirted	\$25.00	\$30.00	\$ _____
_____	36" x 30" Round Covered Table	\$50.00	\$60.00	\$ _____
_____	30" SKIRT ONLY	\$25.00	\$30.00	\$ _____

**COUNTER HEIGHT TABLE - 40" HIGH x 2' WIDE**

_____	2' x 4' x 40" Skirted	\$71.00	\$81.00	\$ _____
_____	2' x 4' x 40" Plain	\$39.00	\$43.00	\$ _____
_____	2' x 6' x 40" Skirted	\$76.00	\$83.00	\$ _____
_____	2' x 6' x 40" Plain	\$43.00	\$47.00	\$ _____
_____	2' x 8' x 40" Skirted	\$81.00	\$92.00	\$ _____
_____	2' x 8' x 40" Plain	\$47.00	\$51.00	\$ _____
_____	Table(s) FOURTH SIDE Skirted	\$30.00	\$35.00	\$ _____
_____	36" x 40" Round Covered Table	\$61.00	\$71.00	\$ _____
_____	40" SKIRT ONLY	\$30.00	\$35.00	\$ _____

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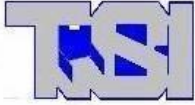
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**CHARGES FOR DAMAGED EQUIPMENT- CLEANING CHARGES WILL BE APPLIED FOR ALL ITEMS RETURNED SOILED.**

SUB TOTAL \$ \_\_\_\_\_

SALES TAX 7.25 % \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_



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**2016 AIR FORCE MARATHON**

**ADVANCE PRICING DEADLINE:**

**Tuesday, Sept. 6, 2016**

### **ADDITIONAL RENTAL CHAIR & ACCESSORIES FORM**

QTY	DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	AMOUNT
_____	Stacking Chair	\$13.00	\$15.50	\$ _____
_____	Padded Arm Chair	\$26.25	\$30.45	\$ _____
_____	Bar Stool	\$31.50	\$36.75	\$ _____
_____	Waste Basket With Liner	\$11.50	\$13.00	\$ _____
_____	Aluminum Easel	\$26.25	\$31.50	\$ _____
_____	Clamp On Lights	\$30.00	\$45.00	\$ _____

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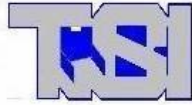
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**ESTIMATED MATERIAL HANDLING FORM**

Nutter Center at WSU  
2016 Air Force Marathon

**Warehouse Advance Shipments** \_\_\_\_\_ **\$62.00 cwt.**

- \*Storage at Warehouse up to 30 days prior to show opening
- \*Delivery to Show Site and placement at your booth
- \*Removal and Return of empty containers, crates, pallets, etc.
- \*Loading of Outbound Shipments from Show Site

**Direct Shipments to Show Site** \_\_\_\_\_ **\$56.00 cwt.**

- \*Placement of materials at your booth
- \*Removal and Return of empty containers, crates, pallets, etc.
- \*Loading of Outbound Shipments from Show Site

Direct Shipments to Show Site will Only be ACCEPTED during Scheduled MOVE-IN Hours.

All Shipments must be PRE-PAID, NO C.O.D will be accepted. This form must accompany Full Payment on Tradeshow Services, Inc. Advance Payment Form. Please send BOL with this form if available.

TO: **ADVANCE SHIPMENT**  
Your Company Name

TO: **SHOW SITE**  
Your Company Name

FOR: AIR FORCE MARATHON

FOR: AIR FORCE MARATHON

Tradeshow Services, Inc.  
C/O ABF Freight System, Inc.  
8051 Center Point 70 Blvd.  
Dayton, OH 45424

C/O Tradeshow Services, Inc.  
Nutter Center at Wright State University  
3640 Colonel Glenn HWY.  
Dayton, OH 45435

**WHEN RECORDING WEIGHT, ROUND UP TO TO NEXT 100# Example: 255# = 300# x Rate = Total**

**WAREHOUSE ADVANCE SHIPMENT:**

**\*DEADLINE DATE: TUESDAY, SEPTEMBER 6, 2016**

Shipment Weight \_\_\_\_\_ lbs. X Rate(\$62.00cwt.) = \_\_\_\_\_ Amount Due

**SHOW SITE:**

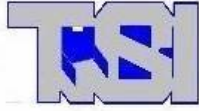
**Accepted on MOVE-IN ONLY: Wednesday, Sept. 14 12:00pm-5:00pm &  
Thursday, Sept. 15 8:00am-10:00am**

Shipment Weight \_\_\_\_\_ lbs. X Rate(56.00cwt.) = \_\_\_\_\_ Amount Due

**TOTAL DUE \$** \_\_\_\_\_

This is a NON Taxable Service

**\*\*EXHIBITORS ARE RESPONSIBLE FOR MAKING THEIR OWN SHIPPING ARRANGEMENTS.  
BLANK BOL & SHIPPING LABELS WILL BE AVAILABLE AT THE TRADESHOW SERVICES, INC.  
SERVICE DESK. TRADESHOW SERVICES, INC. ASSUMES NO RESPONSIBILITY FOR SHIPMENTS THAT  
DO NOT HAVE A COMPLETED BOL. ANY FREIGHT NOT PICKED UP WILL BE FORCED OUT BY ABF  
AT EXHIBITORS EXPENSE.\*\***



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### OUTBOUND SHIPMENTS - AFTER SHOW

SHIP TO ( CONSIGNEE NAME )		ATTENTION		
STREET ADDRESS		CITY	STATE	ZIP
TOTAL # OF PIECES	TOTAL WEIGHT	CONTACT PHONE		
SEND FREIGHT CHARGES TO: CHECK ONE: <input type="checkbox"/> ( ADDRESS ABOVE ) <input type="checkbox"/> OTHER ( ADDRESS BELOW )				
STREET ADDRESS _____				
CITY _____		STATE _____	ZIP _____	
ATTENTION _____		CONTACT PHONE _____		

### GENERAL INFORMATION

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00 a.m. to 5:00 p.m. OVERTIME will be charged before 8:00 a.m. and after 5:00 p.m. on weekdays and on Saturday, Sunday or Holidays.

OUTBOUND SHIPMENT assistance for setting up your outbound shipments will be available at the service desk located at showsite where shipping labels, bill of lading and shipping information will also be available. At the close of the show, where carriers fail to pick up or refuse to accept shipments, TRADESHOW SERVICES, INC 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.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to 50% surcharge in addition to the rates listed. This classification shall be applied to but no limited to van shipments or shipments which are packed in such a manner to require unloading by hand, (i.e., loose display parts, uncrated equipment not delivered on a flatbed truck, etc.) Material will be unloaded from vans, exhibitor's trucks or trucks of others at the convention facility, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment.

SPECIAL SERVICES AND RATES Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be into and out of the exhibit facility for \$50.00 per round trip.

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate cwt. charges for services rendered in accordance with the rate schedule will be applied.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the drayage contractor at the Dayton Convention Center service area during the exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the drayage contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the drayage contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and had failed to honor them.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum of \$1,000.00 per shipment. This shipper is encouraged to make arrangements with its insurance carrier if value of articles of shipments are in excess of those stated above.

EXHIBITS TO BE STORED will be charged at at minimum monthly rate of \$20.00 or a rate of \$2.00 cwt. per month or fraction there of. No charge will be made for inbound shipments when received 14 days prior to the show.