

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



Women's Living Expo- Columbus
May 22nd- 23rd, 2010
Franklin County Veterans Memorial

PoSH Event Services, Inc. is proud to be the exclusive General Service Contractor
(Decorator) for the Women's Living Expo.
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 3' side drape and includes:
(1) 7"x44" ID sign, (1) 8' skirted table and (2) chairs, and a wastebasket.

Show colors: Blue and Plum. There is no aisle carpet.

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 Vets forms are included below. Please note that electric, telephone, and internet forms should be remitted to appropriate parties.

NOTABLE DEADLINE DATES

Discount Rate: Orders must be received in our office by: May 17th, 2010

SHIPPING

Advanced Warehouse: Freight must arrive by: May 18th, 2010

To Show-Site: Freight should not arrive before: May 20th, 2010

Thank you,

Exhibitor Services Dept.
PoSH Event Services, Inc.
740-362-0004 x 402



PAYMENT AUTHORIZATION FORM

Deadline for Discount Rate: May 17th, 2010

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 5/14 will be charged at 75% of regular rate.
Late Request: Requests after deadline will be filled as available at standard rates.

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

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 Women's Living 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	15.00	23.00			4' long table SKIRTED 3 sides	30.00	40.00	
	Stool – 30" Black with Back	22.00	30.00			6' long table SKIRTED 3 sides	40.00	50.00	
	Armless Side Chair Gray Vinyl	13.00	19.00			8' long table SKIRTED 3 sides	50.00	60.00	
	Folding Chair - Brown	6.00	12.00			(additional) all sides draped	12.00	16.00	
	Pedestal Table 30" high x 30" wide	30.00	38.00			4' long table NOT skirted	18.00	28.00	
	Pedestal Table 40" high x 30" wide	32.00	40.00			6' long table NOT skirted	28.00	38.00	
						8' long table NOT skirted	38.00	48.00	
	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	5.00	8.00			4' long table SKIRTED 3 sides	45.00	55.00	
	Easel, Tripod	12.00	18.00			6' long table SKIRTED 3 sides	55.00	65.00	
	Black Metal Grid Walls 2' x 8'	36.00	45.00			8' long table SKIRTED 3 sides	65.00	75.00	
	Garment Rack 5' long	36.00	45.00			4' side draped (additional) all sides	15.00	19.00	
	Chrome Stanchion	24.00	30.00			4' long table NOT skirted	22.00	32.00	
	White Plastic Chain (per ft)	2.10	2.70			6' long table NOT skirted	32.00	42.00	
	Mannequin (Call for style)	90.00	112.50			8' long table NOT skirted	42.00	52.00	
	Sculpture Stands (48"hi 14"sq)	42.00	52.50			Glass Showcase Lighted w/lock 4' hi W/ 2 shelves	400.00		
	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						
	36" Post & 2' Square Base	18.00	22.00		Table Risers – 12" wide, Covered White 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				
	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 Women's Living Expo
 Firm Name _____
 Address _____
 Street City State Zip Code

Booth Number _____
 Phone (____) _____
 Fax (____) _____

Print/Type Name _____ Signature _____ Date _____
 (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	\$60.00	\$85.00	<input type="checkbox"/> 10ft x 30ft	\$170.00	\$195.00
<input type="checkbox"/> 10ft x 20ft	\$110.00	\$130.00	<input type="checkbox"/> 10ft x 40ft	\$230.00	\$260.00

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 **Women's Living Expo** 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)



Shipping Information and Drayage Service Page 1

To enable us to anticipate and trace delayed shipments, please complete information requested for each individual shipment to the best of your knowledge. **DO NOT DELAY!**

Make a copy of form and fax or mail to THIS LETTERHEAD ADDRESS! PoSH Event Services must be advised (4) weeks in advance of delivery date of any oversized freight (single pieces over 3500 lbs. Or odd shaped pieces) which will require unloading/reloading

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

Instructions

- 1.) Mail this form with advance payment to above PoSH Event Services address by above deadline
- 2.) All shipments must be prepaid. Collect shipments will not be accepted
- 3.) All **advanced warehouse** freight should be shipped to arrive by: Tuesday, May 18th, 2010
- 4.) All inbound shipments **direct to event site** must be targeted to arrive: Friday, May 20th, 2010, 9am- 4pm

Advanced Receiving Warehouse

*Label each piece of your shipment(s) as follows

TO: **(NAME OF EXHIBITING COMPANY)**

Women's Living Expo
 C/O PoSH Event Services
 1020 Pittsburgh Drive, Suite B
 Delaware, Ohio, 43015

Event: _____
 Exhibit Space #: _____
 Must arrive by: _____

Direct to Event Site

*Label each piece of your shipment(s) as follows

TO: **(NAME OF EXHIBITING COMPANY)**

Women's Living Expo
 C/O PoSH Event Services
 300 W. Broad St.
 Columbus, OH 43215

Event: _____
 Exhibit Space #: _____
 Must arrive on: _____

Rate Schedule

Rates apply to each 100 lbs. Or fraction thereof and are based on the actual or estimated INBOUND weight NO allowance will be made for attrition during the event. NO accumulative weights will be allowed on minimums, split shipments, free ashtrays, etc.

- 1.) Shipments received at **advance warehouse**, unloaded, stored for 14 days (or less), delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage (if required) and returned to booth, shipments picked up at exhibitor's booth at the close of the convention (if required) and moved to the loading area, and reloaded on truck(s) at **___\$45.00___ per ext. (100 lbs. or fraction) [200 lb. per shipment minimum]**
- 2.) Shipments received **at event site** facility, unloaded from exhibitor or carrier vehicle, delivered to the exhibitor's booth, empty packing cases removed to storage (if required) and returned to booth, shipments picked up at exhibitor's booth at the close of the show (if required) and moved to the loading area, and reloaded on truck(s) at **___\$40.00___ per ext. (100 lbs. or fraction) [200 lb. per shipment minimum]**
- 3.) **Shipments or Equipment requiring "SPECIAL HANDLING"** will be subject to 50% surcharge in addition to the rates listed above. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment) Materials will be unloaded from vans, exhibitor's truck or trucks of others at advance warehouse or the convention facility, delivered to the exhibitor's booth, empty packing materials removed to storage (if required) and returned to booth, shipments picked up at the exhibitors booth at the close of the show, moved to the loading area and reloaded on truck(s). **It is incumbent on the exhibitor to provide written and accurate weight and piece count information on each shipment.** Shipments received with a Bill of Lading (i.e., UPS U.S. Mail, Co. Trucks without Bill of Lading, etc.) or delivered direct to event site prior to first event target date or after must arrive by date for advance receiving warehouse (see above instructions) also may be subject to 50% surcharge.

Estimate Drayage Services Cost for Advance Payment

*Enter estimated **total pounds** (see below) of all of your shipments by rounding **up** each total shipment weight to the next nearest 100 pounds ie, one- 232lb. shipment of any number of pieces would be figured as 300 lbs., 595 lbs. of any number of pieces would be figured as 600 lbs.,etc.) any shipment with a total weight of 200lbs. or less should be calculated at 200lb. minimum.

ADVANCED WAREHOUSE SHIPMENTS

Total Combined Weights of ALL Shipments (rounded up) *divided by* 100lbs. = _____ TTL cwt. X \$45 per cwt. = \$ _____

DIRECT TO EVENT SITE

Total Combined Weights of ALL Shipments (rounded up) *divided by* 100lbs. = _____ TTL cwt. X \$40 per cwt. = \$ _____

ADVANCED WAREHOUSE AND DIRECT TO EVENT SITE ESTIMATED COST.....\$ _____

ADD 50% SURCHARGE FOR SPECIAL HANDLING **IF REQUIRED** (See "Special Handling" #3 under Rate Schedule)..... \$ _____

YES, I have completed and enclosed the Payment Form → Sub Total: \$ _____

Total \$ _____

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 PoSH Service Desk Personnel at the event site prior to opening.

.Please be sure to read both pages of this SHIPPING INFORMATION AND DRAYAGE SERVICE ORDER FORM. Other conditions are applicable as stated on 2nd

Name of Event **Women's Living Expo**

Booth Number _____

Firm Name _____

Phone (____) _____

Address _____
Street City State Zip Code

Fax (____) _____



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 deadline will be charged at 75% of one day rate.

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

INBOUND SHIPMENTS – FOR EVENT

<p>1) Shipper _____ From (City/State) _____ Total # of pieces _____ CHECK ONE: <input type="checkbox"/> to Advance Receiving Warehouse or <input type="checkbox"/> direct to Show Site</p>	<p>Date shipped _____ Estimated arrival date _____ Pro # _____ Total weight _____</p>
<p>2) Shipper _____ From (City/State) _____ Total # of pieces _____ CHECK ONE: <input type="checkbox"/> to Advance Receiving Warehouse or <input type="checkbox"/> direct to Show Site</p>	<p>Date shipped _____ Estimated arrival date _____ Pro # _____ Total weight _____</p>
<p>3) Shipper _____ From (City/State) _____ Total # of pieces _____ CHECK ONE: <input type="checkbox"/> to Advance Receiving Warehouse or <input type="checkbox"/> direct to Show Site</p>	<p>Date shipped _____ Estimated arrival date _____ Pro # _____ Total weight _____</p>

MISCELLANEOUS DRAYAGE SERVICES/COST AND GENERAL INFORMATION

SPECIAL SERVICES AND RATES – Steel bending \$.90 plus – ½ hr. min. labor charge, or shrink wrap \$30 St, \$42 OT, \$54 DT per skid for the packaging of displays and equipment is available at the Drayage Contractors service desk. Fork lifts and drivers are available for particular spotting of equipment within your exhibit space after delivery to your exhibit space at prevailing rates for equipment and labor. Please order this service in advance, see **“Display Labor and In booth Forklift Service Order Form”** Mobile equipment will be moved into and out of the exhibit facility for \$120.00 per round trip. This service MUST be scheduled in advance – *Please Call*

COLLECT SHIPMENTS – may be refused or accepted at the option of the Official Drayage Contractor. In cases where the Drayage Contractor elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to the Drayage Contractor within 24 hours. A twenty-five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$ 50.00 MINIMUM fee will apply to this service.

HAULING TO OR FROM LOCAL FACILITIES – local delivery/pick-up will be charged at prevailing rates; in addition to appropriate cwt. Charges for drayage services rendered.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a coordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements all shipments be channeled through the Official Drayage Contractor.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the Official Drayage Contractor at the Exhibitor 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 moved 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 has failed to honor them. Return to the advance warehouse, and storage for up to 5 business days is available at a rate of \$12.00 cwt/\$75.00 minimum, after which a storage charge will be assessed.

DAMAGE TO EXHIBIT while they are being loaded, unloaded or conveyed to the booth 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 \$50.00 per item, and a maximum of \$1,000.00 per shipment. The shipper is encouraged make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

EXHIBITS TO BE STORED will be charged at a minimum monthly rate of \$75.00 or a rate of \$12.00 cwt. per month or fraction thereof. No charge will be made for inbound shipments when received 21 business days or less prior to the event. Please call if 22 days or longer storage is required.

Name of Event	<u>Women’s Living Expo</u>	Booth Number	_____
Firm Name	_____	Phone (____)	_____
Address	_____	Fax (____)	_____
	Street City State Zip Code		

Print/Type Name _____ Signature _____ Date _____

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 5/18/10

TO: _____
(YOUR COMPANY NAME)

1020 Pittsburgh Drive, Ste. B.
Delaware, Ohio 43015
Show: Women’s Living Expo

BOOTH NO. _____

NO. _____ of _____ pcs.

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 5/18/10

TO: _____
(YOUR COMPANY NAME)

1020 Pittsburgh Drive, Ste. B.
Delaware, Ohio 43015
Show: Women’s Living Expo

BOOTH NO. _____

NO. _____ of _____ pcs.

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 5/18/10

TO: _____
(YOUR COMPANY NAME)

1020 Pittsburgh Drive, Ste. B.
Delaware, Ohio 43015
Show: Women’s Living Expo

BOOTH NO. _____

NO. _____ of _____ pcs.

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 5/18/10

TO: _____
(YOUR COMPANY NAME)

1020 Pittsburgh Drive, Ste. B.
Delaware, Ohio 43015
Show: Women’s Living Expo

BOOTH NO. _____

NO. _____ of _____ pcs.

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR DIRECT TO SHOW SITE”

TO: _____
(YOUR COMPANY NAME)

SITE:

**Franklin Co. Veterans Memorial
C/O: PoSH Event Services
300 W. Broad St.
Columbus, OH 43215
SHOW: Women’s Living Expo**

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR DIRECT TO SHOW SITE”

TO: _____
(YOUR COMPANY NAME)

SITE:

**Franklin Co. Veterans Memorial
C/O: PoSH Event Services
300 W. Broad St.
Columbus, OH 43215
SHOW: Women’s Living Expo**

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR DIRECT TO SHOW SITE”

:

TO: _____
(YOUR COMPANY NAME)

SITE:

**Franklin Co. Veterans Memorial
C/O: PoSH Event Services
300 W. Broad St.
Columbus, OH 43215
SHOW: Women’s Living Expo**

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR DIRECT TO SHOW SITE”

TO: _____
(YOUR COMPANY NAME)

SITE:

**Franklin Co. Veterans Memorial
C/O: PoSH Event Services
300 W. Broad St.
Columbus, OH 43215
SHOW: Women’s Living Expo**

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 Women's Living Expo
 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.)

ELECTRICAL SERVICE ORDER FORM

FOR GUARANTEED SERVICE, ORDERS AND PAYMENT TO VETERANS MEMORIAL MUST BE RECEIVED TWO WEEKS IN ADVANCE OF THE EVENT.

RETURN WITH PAYMENT TO:
VETERANS MEMORIAL (614) 221-4341
300 WEST BROAD ST. FAX: 221-8422
COLUMBUS, OH 43215 www.fcv.com

THE FOLLOWING CURRENT IS AVAILABLE: 120 Volts, Single Phase, 60 Cycle AC and 208 Volts, Three Phase, 60 Cycle AC.

Rates quoted below for electrical connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All wiring and electrical work on exhibitors display will be invoiced at a time and materials basis. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, etc. Overloading and over current are the exhibitors responsibility. All connections will conform to the National Electrical Code, City Code and Building Regulations. All electrical power and displays will be turned on one hour prior to show opening and turned off at show closing. If power is required before or after these times, special arrangements must be made with the show electrician.

NOTE: PRE-ORDER RATES APPLY ONLY IF PAYMENT ACCOMPANIES ADVANCE ORDER, AND IS RECEIVED TWO WEEKS PRIOR TO EXHIBITOR MOVE-IN. FLOOR ORDERS MUST BE PAID IN FULL AT THE TIME OF INSTALLATION.

ELECTRICAL CONNECTIONS

QUANTITY	120 VOLTS STANDARD OUTLETS	24 HOUR SERVICE	UNIT- PRICE PRE-PAID PRE-ORDER	UNIT PRICE FLOOR ORDER	TOTAL AMOUNT
	UP TO 600 WATTS OR 5 amps		\$50.00	\$60.00	
	UP TO 1000 WATTS OR 8.3 amps		\$60.00	\$65.00	
	UP TO 1800 WATTS OR 15 amps		\$65.00	\$75.00	
	UP TO 2400 WATTS OR 20 amps		\$85.00	\$95.00	
	208 VOLT SINGLE OR 3 PHASE CONNECTIONS	PHASE			
		1	3		
	UP TO 3000 WATTS OR 14.4 amps		\$85.00	\$95.00	
	3001 TO 4000 WATTS OR 19.2 amps		\$95.00	\$105.00	
	4001 TO 6240 WATTS OR 30.0 amps		\$110.00	\$135.00	
	6241 TO 10,000 WATTS OR 48.1 amps		\$175.00	\$245.00	
	10,001 TO 20,800 WATTS OR 100 amps		\$260.00	\$335.00	
	OVER 20,800 (Per Price Quote)				
	RENTAL EQUIPMENT				
	300 WATT FLOODLIGHT (Includes cost of outlet)		\$45.00	\$55.00	
	4 HOLE OUTLET BOX (Does not include cost of power usage)		\$20.00	\$25.00	
	SPECIAL OUTLETS AND ADAPTORS (Per price quote)				
	EXTENSION CORD		\$15.00	\$20.00	

Exhibitors using their own lights will be charged for outlet and, if used, standards. There will be an additional charge for special mounting requested.

If 24-hour service is required the rate is double the standard price.

_____ HRS LABOR @	
_____ HRS OVERTIME LABOR @	
TOTAL CHARGES	
PAID ON ACCOUNT	
TOTAL AMOUNT DUE	

ORDER SERVICED BY _____

DATE _____ CHECKED _____

SPECIAL WIRING

If you require connections not listed above, list complete information on rear of this form. Most equipment has an electrical tag. Furnish this specific information for quick connection during set-up. Charges will be on a time and material basis. Electrical labor rate is \$45 per hour straight time, \$90 per hour double time, all work performed after 5:00 p.m. weekdays, all day Saturday, Sunday, and holidays are at double time rate. Labor is hired at one half-hour increments.

Please type or print.

Name of Event _____ Booth No. _____

Exhibiting Firm _____ Phone () _____

Address _____
Street City State Zip code

By (Signature) _____ Title _____ Date _____ 20____

CHECK HERE IF MORE INFORMATION IS ON THE REAR OF THIS FORM.

INTERNET SERVICE ORDER FORM

FOR GUARANTEED SERVICE, ORDERS AND PAYMENT TO VETERANS MEMORIAL MUST BE RECEIVED TWO WEEKS IN ADVANCE OF THE EVENT.

RETURN WITH PAYMENT TO:
VETERANS MEMORIAL
300 WEST BROAD ST.
COLUMBUS, OH 43215

(614) 221-4341
FAX: 221-8422
www.fcv.com

Veterans Memorial Internet Service Usage Guide Lines:

It is your responsibility to secure your computer from virus attack and the use of personal firewall software is strongly encouraged. It is further recommended that you disable any file sharing setups that you may presently have to further secure your computer while using this service. Veterans Memorial will immediately terminate service and remove you from the show if it is found that you are initiating virus attacks or any other disruptive behavior. Veterans Memorial is not responsible for any damage caused by use or misuse of this service or any of its components or any of Veterans Memorial Equipment. It is further understood that Veterans Memorial will make every effort to provide the expected service, however, Veterans Memorial will not guarantee the connection speed attained due to varying conditions found on the Internet. In the event of a disruption of service that is non-repairable, Veterans Memorial will only reimburse you for the remainder of the service, prorated on the show operating hours. Veterans Memorial shall not be liable to user for any direct or indirect, special, incidental, exemplary, consequential or any form of money damage, including but not limited to lost profits or damages for the loss of data or information, delay, no delivery or misdelivery or service interruption of any kind.

NO NETWORKING OF SERVICE IS PERMITTED

NOTE: PRE-ORDER RATES APPLY ONLY IF PAYMENT ACCOMPANIES ADVANCE ORDER, AND IS RECEIVED TWO WEEKS PRIOR TO EXHIBITOR MOVE-IN. FLOOR ORDERS MUST BE PAID IN FULL AT THE TIME OF INSTALLATION.

QUANTITY	SERVICE TYPE	UNIT- PRICE PRE-PAID PRE-ORDER	UNIT PRICE FLOOR ORDER	TOTAL AMOUNT
	1 High Speed <u>Wireless</u> Internet Service Includes one static show network IP address. System Type (specify): <input type="checkbox"/> Desktop, Qty. ____ <input type="checkbox"/> Laptop, Qty. ____ Operating System (specify): <input type="checkbox"/> Windows _____ <input type="checkbox"/> Mac OS _____	\$125.00	\$175.00	
	Wired Internet Service Includes one static show network IP address. Must have own 10-Base T network card. Additional labor charge on all service installations of this type. Please contact Veterans Memorial for labor quote.	\$125.00	\$175.00	
	Additional Wired IP Addresses	\$60.00	\$75.00	

Labor rate is \$45 straight time, \$90 double time, all work performed after 5:00 p.m. weekdays, all Saturday, Sunday, and holidays are at double time rate. Labor is hired at one half-hour increments.

ORDER SERVICED BY _____
 DATE _____ CHECKED _____

_____ Hrs Labor @		
_____ Hrs DT Labor @		
Paid On Account		
Total Amount Due		

Above rates are based upon use of the show network with basic installation. The show network is based upon a shared 6000 / 768 DSL service. Should your company require faster service, Veterans Memorial can provide enhanced service at additional cost. Please contact Veterans Memorial for price quote.

Name of Event _____ Booth No. _____

Exhibiting Firm _____ Phone () _____

Address _____
Street City State Zip code

By (Signature) _____ Email Address _____ Date _____ 20__