



THE ROARK GROUP
SPECIAL PROJECTS DIVISION

SET UP AND TEAR DOWN SCHEDULE

NAME OF SHOW: **40/29 NWA Women's Living Expo 2011**

Set up dates & times

Friday, January 14th, 2011 9:00 AM - 8:00 PM

Exhibitors may set their own booths, use our setup labor, or hire an outside exhibit service. If you choose to use an outside exhibit service, you must supply a certificate of insurance to RoArk Special Projects by January 7th, 2011.

All items that have been shipped in by the specified shipping dates will be placed in front of your exhibit space prior to set up.

RoArk will have "Empty Storage" labels at the service desk for your convenience. Please make sure that any empty boxes or crates you plan to save for teardown have these labels filled out and attached.

Show dates & times

Saturday, January 15th, 2011 10:00 AM - 6:00 PM
Sunday, January 16th, 2011 11:00 AM - 5:00 PM

Tear down dates & times

Sunday, January 16th, 2011 5:00 pm - 8:00 PM

PHONE 479.636.3651 FAX 479.621.0367
1600 North 35th Street Rogers, AR 72756



THE ROARK GROUP
SPECIAL PROJECTS DIVISION

NAME OF SHOW: **40/29 NWA Women's Living Expo 2011**

EXHIBITOR NAME: _____ BOOTH # _____

ADDRESS: _____
(STREET)

(CITY) _____ (STATE) _____ (ZIP) _____

PHONE#: _____ EXT: _____ FAX#: _____

ORDERED BY: _____ E-MAIL: _____

To receive the "early bird" discounted pricing your order must be received by Jan. 7th.
All orders received after the Jan. 7th cutoff will be charged "show price".

If you are paying with a company check, please make sure it is received before the Jan. 7th
deadline in order to receive "early bird" pricing.

PAYMENT METHOD

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

COMPANY CHECK

Please make check payable to: The Roark Group, Inc.
Check must accompany order.

CREDIT CARD **We accept American Express, Master Card, or Visa.**

For your convenience, we will use this authorization to charge your credit card
account for your "early bird" orders, and any additional amounts incurred as a
result of show site orders placed by your representatives.

Please complete the information below.

Account #: _____ Exp. Date: _____

Security code on back of credit card _____

Personal Credit Card Company Credit Card

Cardholder Name: _____

Signature: _____

Cardholder Billing Address _____

City/State/Zip _____

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METHOD OF PAYMENT



THE ROARK GROUP
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RENTAL FURNITURE & BOOTH ACCESSORIES

NAME OF SHOW: **40/29 NWA Women's Living Expo 2011**

EXHIBITOR NAME: _____ BOOTH # _____

ADDRESS: _____
(STREET)

(CITY) (STATE) (ZIP)

PHONE#: _____ EXT: _____ FAX#: _____

ORDERED BY: _____ E-MAIL: _____

PLEASE NOTE THAT YOUR BOOTH SPACE MAY ALREADY INCLUDE SOME OF THE ITEMS BELOW

USE THIS FORM FOR ADDITIONAL ITEMS NEEDED

THE ENTIRE EXHIBIT FLOOR IS CARPETED

QTY		EARLY BIRD PRICE	SHOW PRICE	TOTAL
	CHAIRS			
_____	STANDARD CHAIR	\$5.00	\$6.25	_____
_____	PADDED ARM CHAIR	\$35.00	\$43.75	_____
_____	DIRECTORS CHAIR	\$60.00	\$75.00	_____
	TABLES			
_____	36" ROUND UNDRAPED TABLE	\$20.00	\$25.00	_____
_____	36" ROUND DRAPED TABLE	\$45.00	\$56.25	_____
_____	4' X 30" UNDRAPED TABLE	\$20.00	\$25.00	_____
_____	4' X 30" DRAPED TABLE	\$45.00	\$56.25	_____
_____	6' X 30" UNDRAPED TABLE	\$20.00	\$25.00	_____
_____	6' X 30" DRAPED TABLE	\$50.00	\$62.50	_____
_____	8' X 30" UNDRAPED TABLE	\$20.00	\$25.00	_____
_____	8' X 30" DRAPED TABLE	\$55.00	\$68.75	_____
	ACCESSORIES			
_____	WASTEBASKETS	\$5.00	\$6.25	_____
_____	TRIPOD EASEL	\$15.00	\$18.75	_____

EARLY BIRD DISCOUNT CUT OFF IS JAN. 7TH, 2010.

SUB TOTAL	_____
SALES TAX (10%)	_____
TOTAL	_____

IF YOU ARE IN NEED OF ANY BOOTH ACCESSORIES THAT ARE NOT LISTED PLEASE CONTACT CINDY TERRY AT THE PHONE NUMBER BELOW. WE WILL HELP YOU IN ANY WAY THAT WE CAN.

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EXHIBITOR NAME: _____ BOOTH # _____

ADDRESS: _____
(STREET)

(CITY) (STATE) (ZIP)

PHONE#: _____ EXT: _____ FAX#: _____

ORDERED BY: _____ E-MAIL: _____

LABOR RATES

REGULAR TIME MONDAY - FRIDAY 8:00 AM - 5:00 PM
OVERTIME ALL OTHER DAYS AND TIMES

QTY	<u>EQUIPMENT RENTAL</u>	REGULAR TIME	OVER TIME	TOTAL
_____	*SCISSOR LIFT	\$80.00/HR	\$104.00/HR	_____
_____	*BOOM LIFT	\$130.00/HR	\$169.00/HR	_____

*Rental price includes equipment and one operator.

QTY	<u>LABOR</u>	REGULAR TIME	OVER TIME	TOTAL
_____	EXHIBITOR SUPERVISED INSTALLATION	\$45.00/HR	\$67.50/HR	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$45.00/HR	\$67.50/HR	_____
_____	ROARK SUPERVISED INSTALLATION	\$58.00/HR	\$87.00/HR	_____
_____	ROARK SUPERVISED DISMANTLE	\$58.00/HR	\$87.00/HR	_____

All exhibits to be supervised by RoArk will be set up prior to Exhibitor move in.

Please fill out the information below for all Exhibitor supervised installation or dismantle labor

	Date	Number of Men	Start Time	End Time	Total Hours
Installation	_____	_____	_____	_____	_____
Dismantle	_____	_____	_____	_____	_____

All labor & equipment rates are charged based on a 1 hour minimum per person.

WEIGHT	<u>DRAYAGE</u>	RATES ARE PER 100 LBS	TOTAL
_____	SHIPMENTS SENT IN FOR SHOW	\$45.00	_____

Drayage rates are based on rates per 100 pounds. Drayage rates are charged based on total weight shipped, and not charged per shipment.

SUB TOTAL	_____
SALES TAX (10%)	N/A
TOTAL	_____

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LABOR, EQUIPMENT, DRAYAGE



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DRAYAGE RATES

PLEASE REFER TO THE PREVIOUS PAGE FOR FREIGHT HANDLING RATES.

INBOUND FREIGHT

SHIPPING ADDRESS:

ROARK SPECIAL PROJECTS
C/O 40/29 NWA WOMEN'S LIVING EXPO
EXHIBITOR NAME:
1600 N. 35TH STREET
ROGERS, AR 72756

ALL SHIPMENTS MUST BE RECEIVED BY JANUARY 12th 2011

DO NOT ship any items directly to the Convention Facility

If you have any questions about inbound shipments please contact Cindy Terry.

OUTBOUND FREIGHT

YRC is our preferred carrier for all Shipments. If you wish to ship anything out of the show you may make arrangements with YRC at the service desk during tear down. You may use your own carrier if you choose, however all items must be picked up by 8:00 pm on Jan 16th, otherwise they will be shipped out through YRC freight collect.

ALL OUTBOUND SHIPMENTS MUST BE PICKED UP AT THE FOLLOWING ADDRESS:

ROARK SPECIAL PROJECTS
C/O JOHN Q. HAMMONS CONVENTION CENTER
3201 PINNACLE HILLS PKY
ROGERS, AR 72758

PHONE 479.636.3651 FAX 479.621.0367
1600 North 35th Street Rogers, AR 72756

MATERIAL HANDLING INFORMATION

40/29 NWA WOMEN'S LIVING EXPO

CONTACT NAME: _____

EXHIBITOR NAME: _____

ADDRESS: _____

(STREET)

(CITY)

(STATE)

(ZIP)

SHIP TO:

ROARK SPECIAL PROJECTS

C/O 40/29 NWA Women's Living Expo

EXHIBITOR NAME: _____

1600 N. 35TH STREET

ROGERS, AR 72756

40/29 NWA WOMEN'S LIVING EXPO

CONTACT NAME: _____

EXHIBITOR NAME: _____

ADDRESS: _____

(STREET)

(CITY)

(STATE)

(ZIP)

SHIP TO:

ROARK SPECIAL PROJECTS

C/O 40/29 NWA Women's Living Expo

EXHIBITOR NAME: _____

1600 N. 35TH STREET

ROGERS, AR 72756



THE ROARK GROUP
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1. RoArk Special Projects and its subcontractors shall not be responsible for loss, delay, or damage due to strikes, lockouts, acts of god, or work stoppages of any kind.
2. RoArk Special Projects and its subcontractors, shall not be responsible for loss, injury or damage caused by tradesman or equipment furnished by RoArk Special Projects or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision designated by RoArk Special Projects.
3. RoArk Special Projects and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from the loss, injury or damage to the exhibitor's materials, which may make it impossible or impractical to exhibit in show.
4. Claims for loss, injury, or damage which are not submitted to RoArk Special Projects Within thirty (30) days of the close of the show on which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against RoArk Special Projects, or its subcontractors, more that one (1) year after the accrual or the cause of Action thereof.
5. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as acceptance by such exhibitor or agent of The terms and conditions set forth in sections 1 through 4, above.
6. **RoArk Special Projects must receive a copy of a "Certificate of Insurance" showing General Liability Coverage and Workmen's Compensation valid in the state of Arkansas. If you intend on using any outside contractor other than RoArk Special Projects This form must be received by RoArk Special Projects by January 7th 2011.**
7. **RoArk Special Projects shall not be liable for the loss or damage of product or equipment that might be left in the booth at the conclusion of the show. These items are the responsibility of the exhibitor to secure once the show ends.**
8. It is understood that RoArk Special Projects is not an insurer, and that insurance, if any, should be obtained by the exhibitor. The exhibitor should consult with its insurance carrier for proper insurance coverage for its materials from the time they leave exhibitor's premises until they are returned after the show. RoArk Special Projects does not provide insurance coverage and its fees do not include an insurance premium.