



510 S Memorial Dr, TULSA, OK 74112-7039  
918.584-0988 Fax 918.585-9157

**Tulsa Women's Living Expo**  
**February 8 – 10, 2008**  
**Expo Square**

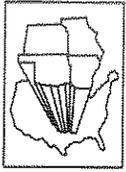
Each 10' x 10' booth will consist of 8-foot tall back wall drape, 3' tall side divider drape,  
1 8-foot draped table, 2 chairs, 1 Wastebasket, and an Identification sign.

**Use the enclosed forms only if ordering additional services**

- Orders for all other services and payment must reach our office no later than 12:00 Noon February 1, 2008
- **Early Discount Orders and payment must be received on or before January 21, 2008**
- Services are not rendered until payment is received in full including state and local tax of **5.517%**  
Or proof of tax-exempt status - Tax is calculated according to city and/or facility location of each event  
A 50% deposit is required for Labor and Drayage Orders and balance will be invoiced at close of show
- Purchase Orders are accepted on approval only and are invoiced at the standard rate
- **No Phone Orders Will Be Accepted**
- Orders can be placed by **FAX** at **918 585-9157** with the Credit Card and Payment Policy form
- Visa, MasterCard, Discover Card, American Express and checks are accepted.  
All charges **MUST** be prepaid and Credit Card must be on file with your order.
- **Advance Exhibit Freight** must arrive at our warehouse on or before February 4, 2008
- **On Site Exhibit Freight** must arrive during exhibitor move in only.

There will be a service desk on site to assist any last minute needs.

ExpositionService Contractors



**Midwest**  
Decorating Co. Inc.

**Credit Card & Payment Authorization**

1510 S Memorial Dr, TULSA, OK 74112-7039  
918.584-0988 Fax 918.585-9157

**080204**

**Tulsa Women's Living Expo**

**February 8 – 10, 2008**

**PRINT**

Company Name \_\_\_\_\_ Booth# \_\_\_\_\_  
 Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_  
 Ordered by (type or print) \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_ Fax \_\_\_\_\_

**Payment & Credit Policies**

1. Payment **must** accompany orders including appropriate sales tax.
2. Orders placed on site must be paid before services will be rendered.
3. Purchase Orders are accepted on approval only.
4. Check your order carefully; no credits will be issued after the closing of the show.
5. **Items canceled after move-in begins will be charged 100% of original cost.**

All charges **MUST** be prepaid and Credit Card must be on file with this order.

Charge to: **MasterCard - Visa - Discover Card - American Express**

Card Number     Expiration Date

Please do not sign through credit card numbers

Authorized Signature \_\_\_\_\_  
 Name (please print) \_\_\_\_\_  
 Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

\*\*For your convenience, this authorization form may be used for additional orders up to \$100 placed at show site.

EXHIBITION SERVICE CONTRACTORS



**Midwest**  
Decorating Co. Inc.

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# Furniture Order Form

**080204**  
**PRINT**

**Tulsa Women's Living Expo**

**February 8 – 10, 2008**

Company Name \_\_\_\_\_ Booth# \_\_\_\_\_

Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Ordered by (type or print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

All equipment is on rental basis and includes delivery to your booth and removal at the close of show.  
All materials will remain property of Midwest Decorating Company (Prices for duration of show)

Quantity	Discount Rate Through 01/21/08	Standard Rate
30" tall UNDRAPED DISPLAY TABLES		
_____ 4' table .....	\$ 21.00 _____	\$ 29.00 _____
_____ 6' table .....	25.00 _____	31.00 _____
_____ 8' table .....	30.00 _____	33.00 _____
_____ Table leg extensions/set of 4 (raise table to 42" tall) .....	8.50 _____	13.00 _____

30" tall DRAPED DISPLAY TABLES skirted on 3 sides & includes white vinyl top

_____ 4' table <b>(Circle Choice - Colors Apply To All Table Sizes)</b>	37.00 _____	46.00 _____
_____ 6' table Red - Gold - Blue - Plum - Teal - Black	55.00 _____	69.00 _____
_____ 8' table Burgundy - Silver - Hunter Green - Dusty Rose	63.00 _____	87.00 _____
_____ Table leg extensions/set of 4 (raise table to 42" tall) .....	17.00 _____	23.00 _____

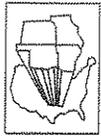
**ADDITIONAL RENTAL ITEMS**

_____ 6' long x 1' wide tabletop shelf .....	25.00 _____	34.00 _____
_____ 8' long x 1' wide tabletop shelf .....	35.00 _____	44.00 _____
_____ (Your table) skirted on 3 sides & includes white vinyl top .....	26.00 _____	32.00 _____
_____ (Your table) skirted on 3 sides .....	17.00 _____	23.00 _____
_____ Side Chair .....	18.00 _____	26.00 _____
_____ Arm Chair .....	23.00 _____	32.00 _____
_____ Bar Stool .....	23.00 _____	32.00 _____
_____ Waste Basket .....	12.00 _____	14.00 _____
_____ Sign Easel .....	28.00 _____	37.00 _____
_____ 10' x 10' Carpet <b>(Circle Choice - Colors Apply To All Carpet Sizes)</b>	78.00 _____	108.00 _____
_____ 10' x 20' Carpet Burgundy - Hunter Green	154.00 _____	216.00 _____
_____ 10' x 30' Carpet Red - Blue - Silver	234.00 _____	324.00 _____
_____ Special Cut/Irregular Size per sq ft ( _____ ft x _____ ft = _____ sq ft)	2.05 _____	2.70 _____
_____ Carpet Padding (per sq ft ( _____ ft x _____ ft = _____ sq ft)	.84 _____	1.02 _____
_____ Visqueen Covering per sq ft ( _____ ft x _____ ft = _____ sq ft)	.42 _____	.54 _____

**All charges MUST be prepaid and Credit Card must be on file with this order.**  
Make check payable to Midwest Decorating Company, Inc.  
Prepaid order **must be received** by the date listed for discount.  
Items canceled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

Sub Total	\$ _____
5.517 %	\$ _____
<b>Total Due</b>	<b>\$ _____</b>



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# Electrical Service Order

**080204**  
**PRINT**

**Tulsa Women's Living Expo**

**February 8 – 10, 2008**

Company Name \_\_\_\_\_ Booth# \_\_\_\_\_

Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Ordered by (type or print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Wall outlets and post outlets are not part of the booth space, unless otherwise quoted. Separate outlets must be ordered for each booth to be connected. All material and equipment used remains the property of Midwest Decorating Company, Inc. Electrical connection covers bringing service to the booth in the most convenient manner only. Electrical work other than services listed before will be done on a time and materials basis. Prices for duration of show.

**Quantity**

**Discount Rate**  
Through 01/21/08

**Standard Rate**

**Installation charges for each 110-volt outlet:**

_____ Up to 500-watts with single outlet	\$ 60.00 _____	\$ 70.00 _____
_____ Up to 1000-watts with single outlet	81.00 _____	108.00 _____
_____ Up to 1500-watts with single outlet	95.00 _____	139.00 _____
_____ Up to 2000-watts with single outlet	108.00 _____	190.00 _____

Charges for outlets will be made based on maximum wattage in use at time of inspection

**Installation charges for 208 volt AC:**

_____ 208-volt AC single phase 20 amp	\$300.00 _____	362.00 _____
Description: _____		
_____ 208-volt AC single phase 30 amp	\$380.00 _____	\$465.00 _____
Description: _____		
_____ 208-volt AC 3-phase 20 amp	\$385.00 _____	\$474.00 _____
Description _____		
_____ 208-volt AC 3-phase 30 amp	\$475.00 _____	\$598.00 _____
Description _____		

**Installation charges for Distribution Box**

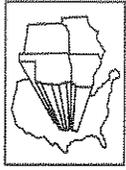
_____ Main Power Distribution Box	xxxxxxxxxxxx	\$520.00 _____
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**Spotlights & Extension Cords:**

_____ Extension Cord (20-ft minimum)	\$ 29.00 _____	\$ 46.00 _____
_____ Clamp on Light	29.00 _____	46.00 _____
_____ 500-watt halogen light, adjusts from 5-ft to 11-ft tall – includes power hook-up	127.00 _____	175.00 _____

Make check payable to Midwest Decorating Company, Inc.  
Prepaid order **must be received** by the date listed for discount.  
Items canceled after move-in begins will be charged 100% of original cost.  
**EXHIBITION SERVICE CONTRACTORS**

Sub Total \$ _____
Tax 5.517% \$ _____
<b>Total Due \$ _____</b>



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**Cleaning Service Order**

**080204**

**Tulsa Women's Living Expo**

**February 8 – 10, 2008**

**PRINT**

Company Name \_\_\_\_\_ Booth# \_\_\_\_\_

Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Ordered by (type or print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

The Association or Exhibit Hall does not provide cleaning service inside your booth space. The building maintenance crew will clean carpet or concrete floors in the aisles only. If you desire cleaning in your booth please specify by filling out the following information.

Cleaning Rate is \$ .20 per square foot for each cleaning  
Vacuum & empty wastebaskets

Daily Cleaning

One time only

day	Date
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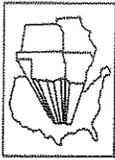
Booth Sq footage
------------------

X 0 .20 per foot
------------------

X # of Days
-------------

\$10 minimum per day
<b>Total \$</b> _____

**All charges MUST be prepaid and Credit Card must be on file with this order.**  
Make check payable to Midwest Decorating Company, Inc.  
Items canceled after move-in begins will be charged 100% of original cost.



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# Freight & Material Handling

**080204**

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**PRINT**

Company Name \_\_\_\_\_ Booth# \_\_\_\_\_

Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Ordered by ( print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Shipments of common freight and crated exhibits will be received on site during show set up only. Freight will be delivered to booth upon arrival. At the close of show, freight will be delivered from booth to common carrier at loading dock of exhibit area. Loading equipment and labor are furnished. This also includes removal, storage and return of empty crates when necessary. **Charge for freight handling is as Follows:**

1	Crated or Skidded Shipments via common carrier to	→	Advance Warehouse	→	\$ .37 per pound
2	POV/Company Truck or specialized carrier, FedEx UPS US Mail	→	Advance Warehouse	→	\$ .41 per pound
3	Loose or uncrated shipments or shipments requiring Specialized Handling	→	Advance Warehouse	→	\$ .44 per pound
4	Crated or Skidded shipments via common carrier	→	Show Site	→	\$ .33 per pound
5	Via POV/Company Truck or Specialized Carrier, FedEx, UPS or US Mail	→	Show Site	→	\$ .37 per pound
6	Loose or uncrated shipments or shipments requiring Specialized Handling	→	Show Site	→	\$ .41 per pound
7	Small Pkg shipments not exceeding 50lbs. Per Shipment via FedEx, UPS or Overnight Carrier		Show Site	→	\$ 40.00 1 <sup>st</sup> ctn \$11.50 each add'l

Public halls and hotels are not equipped to handle or store exhibit freight and materials.

Material Handling rate for moving freight after it has been delivered to booth is \$72.00 per hour straight time and \$108.00 per hour overtime. Straight time is Monday through Friday, excluding holidays, 8:00 AM – 4:30 PM. Overtime is 4:30 PM – 8:00 AM and all day weekends and holidays.

**MDC is not equipped to handle or store refrigerated and/or frozen items.**

**FREIGHT COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

All shipments should be insured, by the exhibitor, from the time freight leaves your facility or place of shipping until the shipment returns to exhibitor from this event. Shipments received without receipts or freight bill, such as UPS, will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. We are not responsible for shipment left in booth by exhibitor. We will count and ship pieces as we find them when we remove our equipment from exhibit hall provided those arrangements have been made with us prior to show closing. Midwest Decorating Company, Inc. will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, loss or theft of materials. At close of show, if carriers fail to pick up or refuse to accept shipment, MDC reserves the right to reroute such shipments, or haul materials to our warehouse, pending advice from the exhibitor, who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling.

**All shipments MUST arrive with ORIGINAL copies of empty & laden weight tickets from a certified scale.**

**Mixed shipments must have separate certified empty & laden weight tickets for each individual exhibitor within that shipment.**

	Freight Rate Category	Number of Pieces	Weight (Minimum 300 lbs)	Rate per lb.	Total
Shipment 1	1 2 3 4 5 6 7		#	\$ /lb.	\$
Shipment 2	1 2 3 4 5 6 7		#	\$ /lb.	\$
Shipment 3	1 2 3 4 5 6 7		#	\$ /lb.	\$

**All charges MUST be prepaid and Credit Card must be on file with this order**

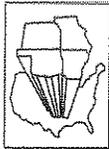
Make check payable to Midwest Decorating Company, Inc.

Items or services canceled after move-in begins will be charged 100% of original cost.

While making every effort to protect our clients property we cannot be responsible for damages or losses at any public hall, hotel or incurred during drayage.

EXHIBITION SERVICE CONTRACTORS

**Total Due \$** \_\_\_\_\_  
Non-Taxable Service



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**Advance Freight Notification**

**080204**  
**PRINT**

**Show Name**

**Show Dates**

Company Name \_\_\_\_\_ Booth# \_\_\_\_\_

Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Ordered by (type or print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

**Instructions for shipping:** All shipments by whatever means of transportation **MUST BE PREPAID** by the exhibitor and should be shipped to arrive at our warehouse no later than the date listed on cover sheet. Shipments received without receipts or weigh bill, such as UPS, will be delivered to booth without guarantee of piece count or condition. Late shipments are subject to additional handling and delivery charges. All shipment should be addressed care of Midwest Decorating Company, Inc., as shown below.

MDC will not be responsible for uncrated (loose) materials improperly packed, for any concealed damage, for loss or theft of materials after same have been delivered to booth, or before we have picked up for loading out from exhibit hall. Do not ship directly to the exhibit hall prior to your scheduled move-in time. Public halls and hotels are not equipped to handle or store material prior to exhibitors designated move-in time.

**MDC is not equipped to handle or store refrigerated and/or frozen items.**

**All charges MUST be prepaid and Credit Card must be on file with this order.**  
**FREIGHT COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

**Advance Warehouse Shipment**  
**To arrive on or before February 4, 2008**

**ON-SITE Shipment**  
**Freight must arrive During Exhibitor Move-In Only**

(Exhibiting Company.....Booth #)  
**Tulsa Women's Living Expo**  
1510 South Memorial Drive  
Tulsa, OK 74112  
  
Phone 918.584.0988

(Exhibiting Company.....Booth #)  
**Tulsa Women's Living Expo**  
4145 East 21<sup>st</sup> Street  
Tulsa, OK 74114  
  
Phone 918.584.0988

**Immediately upon shipping forward this form to MDC. We will make every effort to deliver shipments to your booth if you provide us with the following information.**

# Shipments	Carrier	Arrival Date
Pro #	Pro #	Pro #
Pro #	Pro #	Pro #
On Site Contact	Contact Phone #	

**Valid Weigh Bill Must Accompany All Shipments**

**Return Instructions Must Be Provided By Company Representative At Show Site**

While making every effort to protect our clients property we cannot be responsible for damages or losses at any public hall, hotel or incurred during drayage.

**EXHIBITION SERVICE CONTRACTORS**