



Midwest
Decorating Co. Inc.

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

2009 Tulsa Women's Living Expo

February 13-15, 2009

Quik Trip Building ...Expo Square

Tulsa, OK

Each 10' x 10' booth will consist of 8 foot tall back wall drape, 3 foot tall side divider drape, one 8 foot draped table, two folding chairs and one 7 inch x 40 inch 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 6, 2009

**EARLY DISCOUNT orders and payment must be received no later than
January 30, 2009**

Services are not rendered until payment is received in full including state and local tax at the...
Tax Rate of 5.517%
...or proof of tax-exempt status. Tax is calculated according to city and/or facility location of each event.

Purchase orders are accepted on approval only and are invoiced at the standard rate.

NO PHONE ORDERS WILL BE ACCEPTED.

Orders may be placed by **FAX** at **918.585.9157** with the credit card and payment forms.

Visa, MasterCard, Discover, American Express and checks are accepted.
All charges **MUST** be prepaid and Credit Card data must be on file with your order.

**Advance Exhibit Freight must arrive at Midwest Decorating warehouse on or before
February 6, 2009**

EXHIBITION SERVICE CONTRACTORS



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Furniture Order

Print Clearly

090204

2009 Tulsa Women's Living Expo

February 13-15, 2009

Company Name Booth No.
Street Address City, State & Zip
Ordered By (print) Date
Signature Phone Fax
Email Address Cell Phone

Credit Card: MC - Visa - AmEx - Disc

(CIRCLE ONE)

CARD No.

EXPIRES MO. YEAR

Name on card (Print)

Authorized Signature

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

Quantity		DISCOUNT Rate	Standard Rate
	30" tall UNDRAPED display tables	Through ...January 30, 2009	
..... 4' table		\$ 30.50	\$ 37.00
..... 6' table		35.00	42.00
..... 8' table		40.00	48.00
..... Table Leg Extensions ...set of 4 (raises table to 42" tall)		15.00	25.00

30" tall DRAPED display tables ...skirted 3 sides with white vinyl top

..... 4' table	Circle your color choice (colors apply to all tables)	57.50	70.00
..... 6' table	Red - Gold - Blue - Plum - Teal - Black	68.00	82.00
..... 8' table	Burgundy - Silver - Hunter Green - Dusty Rose	75.50	91.00
..... Table Leg Extensions ...set of 4 (raises table to 42" tall)		15.00	25.00

Additional Rental Items

..... Your table skirted on 3 sides plus white vinyl on top	33.50	41.00
..... Your table skirted on 3 sides	26.00	32.00
..... Side chair	33.50	41.00
..... Arm chair	40.00	48.00
..... Bar stool	40.00	48.00
..... Waste basket	12.00	18.00
..... Sign easel	28.00	37.00

Carpet

..... 10 foot X 10 foot	Circle your color choice (colors apply to all carpet sizes)	78.00	112.00
..... 10 foot X 20 foot	Burgandy - Hunter Green	154.00	216.00
..... 10 foot X 30 foot	Red - Blue - Silver	234.00	324.00
..... Special Cut / irregular angle/size (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)		18.50	24.50
..... BULK carpet ...per sq. yard		3.00	4.30

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 cancelled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

Sub Total	\$
5.517 % Tax	\$
Total Due	\$



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Miscellaneous Items

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Signature Phone Fax
Email Address Cell Phone

Credit Card: MC - Visa - AmEx - Disc		
(CIRCLE ONE)	CARD No.	EXPIRES MO. YEAR
Name on card (Print)	Authorized Signature	

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Quantity		DISCOUNT Rate Through ...January 30, 2009	Standard Rate
	Hard-wall Gray Fabric Panels		
.....	Vertical Panels 4ft wide x 8ft tall	\$ 75.00	\$ 95.00
.....	Horizontal Panels 4ft tall x 8ft wide	85.00	105.00

Additional Drape per foot

Feet of 8 foot tall drape		4.50 per foot	5.75 per foot
	Circle your color choice (colors apply to 3' & 8' tall drape)		
	Red - Gold - Blue - Plum - Teal - Black		
Feet of 3 foot tall drape	Burgundy - Silver - Hunter Green - Kelly Green - Dusty Rose	4.50 per foot	5.75 per foot

Specialty Items

.....	Ticket Tumbler	52.00	65.00
.....	Ballot Box	40.00	50.25
.....	Chrome Stanchion	35.00	46.00
.....	Velour Rope for Chrome Stanchion	35.00	46.00

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EXHIBITION SERVICE CONTRACTORS

Sub Total	\$
5.517 % Tax	\$
Total Due	\$



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Electrical Service Order

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2009 Tulsa Women's Living Expo

February 13-15, 2009

Company Name Booth No.
Street Address City, State & Zip
Ordered By (print) Date
Signature Phone Fax
Email Address Cell Phone

Credit Card: MC - Visa - AmEx - Disc

(CIRCLE ONE)

CARD No.

EXPIRES MO. YEAR

Name on card (Print)

Authorized Signature

All equipment is on rental basis and includes delivery to your booth and removal at the close of the show.

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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. Electrical connection requires bringing service to the booth in the most convenient manner only. Electrical work other than services listed below will be charged on a time plus materials basis.

Quantity		DISCOUNT Rate Through ...January 30, 2009	Standard Rate
	110 volt outlet		
.....	Up to 500 watts with single outlet	\$ 69.00	\$ 92.00
.....	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 may be adjusted based on the maximum wattage in use at time of inspection.

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 three phase 20 amp	385.00	474.00
.....	Description		
.....	208 volt AC three phase 30 amp	475.00	598.00
.....	Description		

Distribution Box

.....	Main Power distribution box	\$ 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 foot to 11 foot tall (includes power hook-up)	127.00	175.00

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.

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EXHIBITION SERVICE CONTRACTORS

Sub Total	\$
5.517 % Tax	\$
Total Due	\$



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Cleaning Service Order

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090204

2009 Tulsa Women's Living Expo

February 13-15, 2009

Company Name Booth No.

Street Address City, State & Zip

Ordered By (print) Date

Signature Phone Fax

Email Address Cell Phone

Credit Card: MC - Visa - AmEx - Disc

(CIRCLE ONE)

CARD No. EXPIRES MO. YEAR

Name on card (Print)

Authorized Signature

The association and exhibit hall do 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.

The Cleaning Rate is **\$0.30 per square foot** for each cleaning.

This rate includes vacuuming of your booth and emptying of wastebaskets.

☐

Daily Cleaning

☐

One Time Cleaning Only

Day of Week

Date

Sq. Footage of Booth

X

**\$0.30 per sq.
foot**

X

Number of Days

=

\$

Total

\$30.00 minimum per day

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

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EXHIBITION SERVICE CONTRACTORS

MDC.12.08



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Freight & Material Handling

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Signature Phone Fax
Email Address Cell Phone

	No. of Pieces	Total Weight	Rate	Total	
Advance shipment to warehouse			\$0.70 per pound	\$	\$40.00 minimum per shipment
Show Site shipment			\$0.65 per pound	\$	

Credit Card: MC - Visa - AmEx - Disc

(CIRCLE ONE)

CARD No.

EXPIRES MO. YEAR

Name on card (Print)

Authorized Signature

Advance Shipment *sample label*

Must Arrive on or before date on cover letter

Your Company Name	Booth Number
2009 Tulsa Women's Living Expo	
c/o Midwest Decorating Company Inc.	
1510 South Memorial Drive	
Tulsa, OK 74112	

Show Site Shipment *sample label*

Must Arrive on Exhibitor Set-Up Days **ONLY**

Your Company Name	Booth Number
2009 Tulsa Women's Living Expo	
Quik Trip Bldg ...Expo Square	
c/o Midwest Decorating Company Inc.	
4145 East 21st Street	
Tulsa, OK 74114	

Freight Collect Shipments **WILL NOT** be received

Midwest Decorating is not equipped to handle refrigerated or frozen shipments

All shipments must arrive with original copies of empty and laden weight tickets from a certified scales.

MIXED SHIPMENTS must have separate empty and laden weight tickets for each exhibitor within that shipment.

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

Make check payable to Midwest Decorating Company Inc.

- 1 - Valid weight ticket must accompany all shipments.
- 2 - Public halls and hotels are not equipped to handle or store freight prior to exhibitor move in.
- 3 - Late shipments are subject to additional handling charges.
- 4 - Our services include off-loading at our dock or public facility dock, delivery to your booth, removal and storage of empty containers during show hours, return of containers at end of show and loading out on carriers' trucks at show site.
- 5 - All shipments should be insured by the exhibitor from the time the freight leaves the point of origin until the shipment returns to the exhibitor after the end of the event.
- 6 - Midwest Decorating Co. is not responsible for shipments left in your booth. We will ship these as your carrier arrives to load provided that your company representative has made prior arrangements to do so.
- 7 - If your carrier fails to pick up your shipment, Midwest Decorating Co. reserves the right to reroute such shipments or haul them to our warehouse pending advise from the exhibitor, who will be charged accordingly for this service. MDC will not assume liability as a result of these changes.
- 8 - Midwest Decorating will not be responsible for damage to improperly packed materials whether visible or concealed or for theft or loss of any materials.

Material Handling Rate for moving freight **AFTER** it has been delivered to the booth is \$83.00 per hour straight time and \$124.00 per hour overtime... 1/2 hr minimum.