



Midwest
Decorating Co. Inc.

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

160201

2016 Tulsa Women's Show

February 12-14, 2016

River Spirit Expo Building at Expo Square

Tulsa, Oklahoma

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

Use the enclosed forms only if ordering additional services.

Orders and payment for all services must reach our office no later than 12:00 noon
Thursday February 4, 2016

**EARLY DISCOUNT orders and payment must be received no later than
Thursday January 28, 2016**

Services are not rendered until payment is received in full including state and local tax at the...
Tax Rate of 8.517%
...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.

PHONE ORDERS *WILL NOT* 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
Thursday February 4, 2016

EXHIBITION SERVICE CONTRACTORS



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Furniture Order

Print Clearly

Date/Time you will set up

160201

2016 Tulsa Women's Show

February 12-14, 2016

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)	Zip Code on card billing	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		
	<i>Through ...Thu. Jan. 28, 2016</i>	
..... 4' table	\$ 50.00	\$ 65.00
..... 6' table	60.00	75.00
..... 8' table	70.00	85.00
..... Table Leg Extensions ...set of 4 (raises table to 42" tall)	25.00	32.00

30" tall DRAPED display tables ...skirted 3 sides with white vinyl top		
..... 4' table	Circle your color choice (colors apply to all tables)	65.00
..... 6' table	Red - Gold - Blue - Plum - Teal - Black	75.00
..... 8' table	Burgundy - Silver - Hunter Green - Dusty Rose	82.00
..... Table Leg Extensions ...set of 4 (raises table to 42" tall)		38.50

Additional Rental Items		
..... Your table skirted on 3 sides plus white vinyl on top	50.00	60.00
..... Your table skirted on 3 sides	40.00	50.00
..... Side chair	26.00	30.00
..... Arm chair	35.00	47.50
..... Bar stool	55.00	77.50
..... 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)	78.00
..... 10 foot X 20 foot	Burgundy - Hunter Green	154.00
..... 10 foot X 30 foot	Red - Blue - Silver	234.00
..... BULK carpet ...per sq. yard (_____ft. X _____ft. Divided by 9 = _____sq. yds)	6.00	9.00
..... Carpet PAD ...per sq. yard (_____ft. X _____ft. Divided by 9 = _____sq. yds)	4.50	6.50
..... Visqueen ...per sq. yard (_____ft. X _____ft. Divided by 9 = _____sq. yds)	1.80	2.40

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.

Sub Total	\$ _____
8.517 % Tax	\$ _____
Total Due	\$ _____

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Miscellaneous Items

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

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Quantity	DISCOUNT Rate	Standard Rate
Hard-wall Fabric Panels		
<i>Through ...Thu. Jan. 28, 2016</i>		
..... 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	Circle your color choice (colors apply to 3' & 8' tall drape)	4.50 per foot	5.75 per foot
	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	\$ _____
8.517 % Tax	\$ _____
Total Due	\$ _____



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Cleaning Service Order

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2016 Tulsa Women's Show

February 12-14, 2016

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)	Zip Code on card billing	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
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Sq. Footage of Booth	X	\$0.30 per sq. foot	X	Number of Days	=	Total \$
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\$30.00 minimum per day

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I&D Labor

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February 12-14, 2016

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)	Zip Code on card billing	Authorized Signature	

I&D Labor

Straight Time **\$65.00** per hour
Overtime **\$97.00** per hour 4 Hour Minimum per man Straight time is from 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. All other hours are at the overtime rate.

- Install exhibit **WITH** exhibitors' supervision. Note: exhibitor **MUST** check in at service desk to obtain labor.
- Install exhibit **WITHOUT** exhibitors' supervision... **Add 25%** to charges. Note: proper instruction must be given and although the utmost care will be exercised, MDC will not be responsible for any resulting damage, loss or excessive time or improper installation.

Number of Men	X	Hours Straight Time per Man	Hours Overtime per Man	Total Installation
			\$	
Day and Date of Labor Call			Approximate Call Time	

- Dismantle exhibit **WITH** exhibitors' supervision. Note: exhibitor **MUST** check in at service desk to obtain labor.
- Dismantle exhibit **WITHOUT** exhibitors' supervision... **Add 25%** to charges. Note: proper instruction must be given and although the utmost care will be exercised, MDC will not be responsible for any resulting damage, loss or excessive time or improper installation.

Number of Men	X	Hours Straight Time per Man	Hours Overtime per Man	Total Dismantle
			\$	
Day and Date of Labor Call			Approximate Call Time	

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

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EXHIBITION SERVICE CONTRACTORS



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Freight & Material Handling

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2016 Tulsa Women's Show

February 12-14, 2016

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

	No. of Pieces	Total Weight	Rate	Total	
<i>Advance shipment to warehouse</i>			\$0.70 per pound	\$	\$40.00 minimum per shipment
<i>Freight RETURNING to our warehouse for shipment</i>			\$0.24 per pound	\$	\$40.00 minimum
Credit Card: MC - Visa - AmEx - Disc					
(CIRCLE ONE) CARD No. EXPIRES MO. YEAR					
Name on card (Print)		Zip Code on card billing		Authorized Signature	

Advance Shipment *sample label*
Must Arrive on or before **Thur. Feb. 4, 2016**

Your Company Name	Booth Number
2016 Tulsa Women's Show c/o Midwest Decorating Company Inc. 1510 S. Memorial Dr. Tulsa OK 74112	

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.

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.

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.