

expo SERVICES

CORPORATE OFFICE:
P O Box 2969
Zanesville, OH 43702
Phone: 740-454-1201
Fax: 740-454-4809
email: exposervicesoec@gmail.com

EXHIBITOR ORDER FORM

OHIO EXPO CENTER ELECTRICAL SERVICES

ADVANCE RATE: ORDER MUST BE RECEIVED 2 WEEKS PRIOR TO OPENING DAY OF SHOW
ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

RATES

Rates quoted below cover reasonable access to electrical circuit and DO NOT include connecting equipment or special wiring.
All wiring and electrical work on exhibitor's display will be charged on a time and material basis.
Proper tagging of equipment indicating voltage, phase, current, etc. is the responsibility of the exhibitor!

SPECIAL WIRING

Electrical labor rate is \$50.00 per hour between 8:00AM and 5:00PM
Double time rate applies after 5:30PM and on Saturday, Sunday, and Holidays. Labor billed at 1 hour minimum.
Two weeks advance notice on all labor orders is required. All clean line requests will be done by quotation only.
Additional charges may apply for outdoor exhibitor spaces.
ELECTRICAL OUTLET MAY BE ON PILLER BEHIND BOOTH IF NOT IN BOOTH. FOR QUOTE CALL 740-454-1201

ELECTRICITY AND ACCESSORIES

QUANTITY	SINGLE PHASE	ADVANCE RATES	FLOOR RATES	TOTAL
	120 Volt 0-1000W	\$ 50.00 per outlet	\$ 75.00 per outlet	
	120 Volt 1000- 2000W	\$ 55.00 per outlet	\$ 80.00 per outlet	
	208 Volt 20 Amp	\$ 75.00 per outlet	\$ 110.00 per outlet	
	208 Volt 30 Amp	\$ 95.00 per outlet	\$ 135.00 per outlet	
	208 Volt 50 Amp	\$ 125.00 per outlet	\$ 175.00 per outlet	
	THREE PHASE			
	208 Volt 20 Amp	\$ 125.00 per outlet	\$ 185.00 per outlet	
	208 Volt 30 Amp	\$ 140.00 per outlet	\$ 200.00 per outlet	
	208 Volt 50 Amp	\$ 165.00 per outlet	\$ 235.00 per outlet	
	EQUIPMENT			
	Extension Cord (one receptacle)	\$ 20.00 each	\$ 30.00 each	
	3-Way Cube Tap (three receptacle)	\$ 20.00 each	\$ 30.00 each	
	4-Way Quad Box	\$ 25.00 each	\$ 35.00 each	
	LABOR			
	LABOR IN Straight time	*****	\$ 50.00 per hour	
	LABOR IN Over time	*****	\$ 100.00 per hour	
	LABOR OUT Straight time	*****	\$ 50.00 per hour	
	LABOR OUT Over time	*****	\$ 100.00 per hour	
PAYMENT	PLEASE MAKE CHECKS PAYABLE TO: EXPO SERVICES			TOTAL

CHECKS - Please complete the following:

Check Number: _____ Dated _____

Amount \$ _____

NOTE: All Checks are deposited upon receipt. Do not postdate!

There is a \$25.00 charge for all checks returned by the bank.

CREDIT CARD - Please complete the following: VISA M/C AM EX DIS
(CIRCLE ONE)

Acct. Number _____

Exp. Date _____ I.D. Number _____ 3 or 4 digit no. on back of card

Card Holder _____

Signature _____

PLEASE COMPLETE THIS PORTION - (For CREDIT CARD PAYMENTS - Provide C.C. billing address)

Name of Event _____ Booth Number(s) _____

Firm Name _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____

Print Your Name _____ Signature _____

**50% CANCELLATION FEE FOR
ALL ORDERS CANCELLED OR
CHANGED AT SHOW SITE.**

**PAYMENT MUST BE RECEIVED
BEFORE SERVICE IS
PROVIDED**

Credit Cards unprocessed due to insufficient information or funds may not be eligible for Advance Rates

THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. **KEEP A COPY FOR YOUR RECORDS**

EXPO SERVICES LLC

CORPORATE OFFICE:

P O Box 2969
ZANESVILLE, OH 43702

PHONE: 740-454-1201

FAX: 740-454-4809

OHIO EXPO CENTER**Exhibitor Services: Sign & Banner, Rigging, & Labor Request**

Name of Event: _____ Booth Number: _____

Firm Name: _____ Tel. No. _____

Ordered by: _____ Signature: _____ Date: _____

RIGGING INFORMATION

Set-up Date _____ Time: _____ Take Down Date: _____ Time: _____

Location of Services: _____

Description of Services: _____

Special Instructions: _____

RIGGING COST ESTIMATE**RIGGING MATERIALS EXTRA****Sign & Banner Hanging:****Move-in Move-Out:****Mon-Fri - 1 hour Minimum**

	<u>Rate</u>	<u># Men</u>	<u>Hours/man</u>	<u>Total</u>
8:00AM - 5:00PM	\$35/hr	_____	_____	_____

5:00PM - 12:00AM	\$45/hr	_____	_____	_____
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12:00AM - 8:00AM	\$70/hr	_____	_____	_____
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Sat-Sun - 1 hour Minimum

8:00AM - 5:00PM	\$45/hr	_____	_____	_____
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5:00PM - 12:00AM	\$55/hr	_____	_____	_____
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12:00AM - 8:00AM	\$90/hr	_____	_____	_____
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Scissor Lift (when needed)	\$25/hr	_____	_____	_____
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Fork Lift Service	\$60/hr.	_____	_____	_____
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SALES TAX - ADD 7% _____

Add 30% to all orders not received at least two weeks prior to show date

TOTAL _____

(1) No Exhibitors or Decorators are permitted to hang any material from OEC buildings

(2) A drawing for placement of signs or banners must be shipped with item for advanced rigging to EXPO SERVICES

By Check:

Check No. _____ Amount \$ _____

By Credit Card:

Credit Card Information: (CIRCLE ONE) VISA M/C AM EX DI

Card Number: _____ Exp. Date _____ I.D. Number: _____

Signature: _____ Card member: _____

Company: _____

Address: _____ City: _____ ST: _____ Zip: _____

**CORPORATE OFFICE:**

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EXHIBITOR'S SHIPPING INSTRUCTIONS, INFORMATION & RATES

ADVANCE SHIPMENTS:

To assure that your materials arrive on time we suggest you check with your carrier to allow ample time for delivery. Shipments will be accepted at our location and allowed 30 days free storage. These should be consigned and the bill of lading made out as follows:

Name of Event _____

Name of Exhibiting Company _____

Booth No. _____

c/o Expo Services & Professionals
717 East 17th Ave.
Columbus, Oh 43211

Special Markings:

Shipments will be accepted Mondays
through Fridays - 9:30am - 2:30pm
Call 740-607-9500 to arrange off-loading

ESTIMATED ADVANCE PAYMENT AMOUNT \$ _____ FOR _____ LBS.

ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY RECEIPT
SHOWING THE NUMBER OF PIECES, WEIGHT AND TYPE OF MERCHANDISE

A copy should be mailed immediately to Expo Services, PO Box 2969, Zanesville, OH 43702. A copy should also be provided to the person responsible for installing your area should they require assistance in tracing shipments.

In order to assure expeditious handling of exhibit material, exhibitors must clear all movement of material with Expo Services. We suggest that exhibitors contact Expo Services to schedule for unloading at the show site.

RATES:

UNLESS SPECIFIED OTHERWISE, THESE RATES ARE ROUND TRIP BASED ON INCOMING WEIGHT

MINIMUM CHARGE all classification.....200 lbs.

CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE SHOW SITE:

Material will unloaded and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$32.00 for each 100 lbs. or fraction there of per shipment

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING:

This classification shall be applied to, but not limited to, van shipments or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot, 20 assorted pieces, etc.) Material will unloaded and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$42.00 for each 100 lbs. or fraction there of per shipment.

OVERTIME CHARGES:

Overtime charges will be invoiced on INBOUND FREIGHT received after 3:00 P.M. weekdays or any time Saturday, Sunday, or Holidays.

Overtime charges will be invoiced on OUTBOUND FREIGHT loaded after 5:00 P.M. weekdays or any time Saturday, Sunday, or Holidays

MOBILE EQUIPMENT:

Wheeled vehicles will be handled on an hourly basis at prevailing labor rates (straight time and/or overtime) with a minimum charge of one hour per man. Any equipment needed to handle these vehicles will also be charged for at a hourly rate basis. Charges will be invoiced for both inbound and outbound movement.

PAYMENT TERMS: Payment due a time of service. Solely at the discretion of Expo Services, terms may be allowed as follows. Net 10 days. Service charges of 2% per month, or fraction thereof, will be applied to PAST DUE ACCOUNTS. The annual rate for SERVICE CHARGES is 24%. Payment for ALL services and labor, whether ordered by the exhibitor, display builders, or other parties, shall be the responsibility of the EXHIBITOR. All payments must be in U.S. FUNDS.

ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AT THE CONCLUSION OF THE SHOW.

EXPO SERVICES AND IT'S SUBCONTRACTORS, SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, IMPROPERLY PACKED MATERIALS, GLASS BREAKAGE OR CONCEALED DAMAGE. EXPO SERVICES AND IT'S SUBCONTRACTORS ARE NOT AND CAN NOT BE HELD RESPONSIBLE FOR LOSS OR THEFT OF MATERIALS ONCE THEY HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH SPACE. SIMILARLY THEY CAN NOT BE HELD RESPONSIBLE FOR DISAPPEARANCE OF MATERIALS PRIOR TO BEING PICKED UP FOR LOADING OUT AT THE CONCLUSION OF THE SHOW. ALL BILLS OF LADING, OR SHIPPING INSTRUCTIONS

,FURNISHED EXPO SERVICES FOR EXHIBITOR'S SHIPMENT WILL BE CHECKED AT TIME OF LOADING AND CORRECTIONS MADE WHERE DISCREPANCIES EXIST. EXPO SERVICES AND IT'S SUBCONTRACTORS SHALL NOT HELD RESPONSIBLE FOR LOSS, DELAY OR DAMAGE DUE TO STRIKE, LOCKOUT, OR WORK STOPPAGES OF ANY KIND.

EXPO SERVICES AND IT'S SUBCONTRACTORS SHALL EXERCISE THAT DEGREE OF REASONABLE CARE AS REQUIRED BY LAW AS WAREHOUSEMEN TO PROTECT EXHIBITORS EQUIPMENT WHEN IT IS RECEIVED UNTIL IT IS PLACED IN EXHIBITORS BOOTH, AND SHALL EXERCISE THE SAME DEGREE OF REASONABLE CARE WHEN REMOVING EQUIPMENT FROM EXHIBITOR'S BOOTH AND LOADING ON A TRUCK. EXPO SERVICES AND IT'S SUBCONTRACTORS ARE NOT RESPONSIBLE FOR ORDINARY WEAR AND TEAR IN HANDLING OF EQUIPMENT, NOR FOR LOSS OR DAMAGE DUE TO FIRE, THEFT, WINDSTORM, VANDALISM, ACTS OF GOD, OR OTHER CAUSES BEYOND ITS CONTROL.

Freight handling charges are the responsibility of the exhibitor TO WHOM SHIPMENTS HAVE BEEN CONSIGNED. Also charges for loading out of freight shipments are the responsibility of the exhibitor FROM WHOSE BOOTH SHIPMENTS ARE MADE. Exhibitor may not assign this responsibility to supplier or customer.

CHECKS - Please complete the following:	CREDIT CARD - Please complete the following: VISA M/C AM EX DIS (CIRCLE ONE)
Check Number: _____ Dated _____	Acct. Number _____
Amount \$ _____	Exp. Date _____ I.D. Number _____ 3 or 4 digit no. on back of card
NOTE: All Checks are deposited upon receipt. Do not postdate! There is a \$25.00 charge for all checks returned by the bank.	Card Holder _____
	Signature _____

PLEASE COMPLETE THIS PORTION - (For CREDIT CARD PAYMENTS - Provide C.C. billing address)

Name of Event _____	Booth Number(s) _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____	Tel. No. _____	
RECEIVED		PAYMENT MUST BE
Address _____	City _____ State _____ Zip _____	BEFORE SERVICE IS PROVIDED
Print Your Name _____	Signature _____	

Credit Cards unprocessed due to insufficient information or funds may not be eligible for Advance Rates

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