



## FURNITURE ORDER FORM

Phone: (727) 577-1168

<u>UNSKIRTED TABLES WITHOUT TOPPING</u> ALL TABLES ARE 24" WIDE			<u>SKIRTED TABLES WITH TOPPING</u> (FLAME RETARDENT) ALL TABLES ARE 24" WIDE		
	Regular	Discount		Regular	Discount
___ 4' TABLE 30"	57.40	45.89	___ 4' TABLE 30"	109.02	80.32
___ 4' TABLE 42"	68.86	51.61	___ 4' TABLE 42"	122.75	94.10
___ 6' TABLE 30"	72.31	55.06	___ 6' TABLE 30"	116.82	83.76
___ 6' TABLE 42"	80.32	63.13	___ 6' TABLE 42"	139.11	104.29
___ 8' TABLE 30"	91.79	74.58	___ 8' TABLE 30"	132.04	103.23
___ 8' TABLE 42"	102.17	86.05	___ 8' TABLE 42"	149.22	120.55

<b>BOOTH CARPETING</b> Rental includes installation, front edge taping and picking up at the end of the show. Booth carpet is supplied only in lengths up to 40' long. For booths larger than 40' in length or for spaces configured as an island or peninsula, please call the office for a custom quote.	<b>CHAIRS</b>	Regular	Discount																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">MARK YOUR SIZE</th> <th style="text-align: center;">SHOW</th> <th style="text-align: center;">DISCOUNT</th> </tr> </thead> <tbody> <tr> <td>___ 10 x 10</td> <td style="text-align: center;">154.95</td> <td style="text-align: center;">109.28</td> </tr> <tr> <td>___ 10 x 20</td> <td style="text-align: center;">309.90</td> <td style="text-align: center;">206.60</td> </tr> <tr> <td>___ 10 x 30</td> <td style="text-align: center;">464.84</td> <td style="text-align: center;">309.90</td> </tr> <tr> <td>___ 10 x 40</td> <td style="text-align: center;">619.78</td> <td style="text-align: center;">413.23</td> </tr> </tbody> </table>	MARK YOUR SIZE	SHOW	DISCOUNT	___ 10 x 10	154.95	109.28	___ 10 x 20	309.90	206.60	___ 10 x 30	464.84	309.90	___ 10 x 40	619.78	413.23	<table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>___ Arm Chairs</td> <td style="text-align: center;">58.46</td> <td style="text-align: center;">39.05</td> </tr> <tr> <td>___ Folding Chairs</td> <td style="text-align: center;">51.40</td> <td style="text-align: center;">41.60</td> </tr> <tr> <td>___ Counter Stool</td> <td style="text-align: center;">98.10</td> <td style="text-align: center;">65.40</td> </tr> </tbody> </table>	___ Arm Chairs	58.46	39.05	___ Folding Chairs	51.40	41.60	___ Counter Stool	98.10	65.40		
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<b>ACCESSORIES</b>																											
___ Wastebasket	22.05	14.30																									
___ Wooden Easels	32.90	31.32																									
	<b>TACKBOARD</b>																										
	___ 4 X 8	183.65	121.70																								
	<b>CUSTOM BOOTH DRAPE</b>																										
	___ Feet of 8' High	5.30	Per Running Foot																								
	___ Feet of 3' High	5.30	Per Running Foot																								
	___ Individual Skirts	53.00	Each																								

**\*\*NOTE\*\*  
DISCOUNT PRICE DEADLINE**

(727) 577-1168      Fax (727) 579-4974

**REMIT ALL PAYMENTS TO:  
EXPOSITIONS ETCETERA  
P.O. BOX 22978  
ST. PETERSBURG, FLORIDA 33742**

TOTAL AMOUNT ORDERED      \$ \_\_\_\_\_

7% SALES TAX      \$ \_\_\_\_\_

PAYMENT ENCLOSED      \$ \_\_\_\_\_

\_\_\_ CHECK \_\_\_ VISA \_\_\_ MASTERCARD \_\_\_ AMERICAN EXPRESS \_\_\_ CASH

PLEASE FILL OUT CREDIT CARD AUTHORIZATION FORM

COMPANY: \_\_\_\_\_

BOOTH#: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

NO CANCELLATIONS AFTER DELIVERY TO BOOTH. ALL FEES MUST BE PAID PRIOR TO SHOW SET-UP OR THERE WILL BE A 5% LATE CHARGE APPLIED TO YOUR INVOICE. ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT. THERE WILL BE A 50% CANCELLATION FEE APPLIED AFTER ORDER HAS BEEN PROCESSED. AN "ACT OF GOD" CANCELLATION OF EVENT WILL RESULT IN FORFEITURE OF PROCESSED ORDER PAYMENTS AS LIQUIDATED DAMAGES.



## DRAYAGE SERVICE INFORMATION

### OUR COMPLETE SERVICE PACKAGE INCLUDES:

Up to 10 day storage of display materials prior to event opening  
Phone (727) 577-1168 Fax (727) 579-4974

- Delivery of materials from warehouse to your booth
- Removal and storage of crates and cartons during event
- Inbound shipping Labels

### DRAYAGE SERVICE RATES:

**EXPOSITIONS ETCETERA'S HANDLING FEES MUST BE PRE-PAID PRIOR TO SHOW OPENING.** Fee listed for drayage services are handling fees only, for your convenience and do not include payment to the carrier for your shipment. **You must pre-pay your carrier.** Incoming shipments will not be accepted if not pre-paid to your carrier. For all outbound services we will ship your freight via YRC to you "freight collect". The carrier will request payment when freight is delivered to you unless third party billing has been established. Bill of lading will be provided at the end of the show.

Rates listed below are for one-way handling (if ordering INBOUND AND OUTBOUND handling, figure fees based on weight for each shipment). Expositions Etcetera will weigh materials and charge accordingly if accurate weight is not provided.

First 100 lbs is \$ 47.00; thereafter, rates for crated and / or boxed materials are \$43.00 per cwt. (per 100 lbs), up to 1,000 lbs. **AFTER** 1,000 LBS. IS MET, FREIGHT **ABOVE** 1,000 will be charged at \$45.00 per cwt. (per 100 lbs). For example, 1,200 lbs., \$540.00. Rates are subject to change if union rates prevail.

Additional charges will be incurred for special handling of equipment if necessary (forklift, added labor, etc), at management's discretion with prevailing rates. **Expositions Etcetera will be held harmless if materials will not fit through exiting doorways, elevators, etc.**

**STORAGE:** There is an additional charge (minimum of \$500.00 if freight must be stored beyond the 10 days offered). Rates are determined by weight, size and availability of storage space. Please contact Sandy Lane for information (727) 577-1168 EXT: 103 or e-mail [sl@expoetc-chene.com](mailto:sl@expoetc-chene.com)

**LIMITED LIABILITY:** Expositions Etcetera shall not be responsible for damage to uncrated materials, materials improperly packed, any concealed damage and/or loss/theft of materials after same have been delivered to booth or prior to being picked-up from your booth at close of exhibition. **Pallets may be broken down for loading purposes per management's discretion.** Therefore, please make certain all of your material is properly insured against fire, theft and all hazards / "acts of god", as well as for the duration of the exhibition.

## PLEASE READ CAREFULLY

### ADDRESS SHIPMENTS AS FOLLOWS:

**TO: LIST YOUR COMPANY NAME AND BOOTH NUMBER HERE**

**FOR: LIST YOUR EVENT NAME HERE**

c/o: Expositions Etcetera  
4740 126<sup>th</sup> Avenue N., Ste A  
Clearwater, FL 33762

Ship to arrive at least one week prior to the installation date.

### **EXPOSITIONS ETC. DELIVERY HOURS:**

MONDAY – FRIDAY; 9:00 – 11:30 AM & 1:00 – 3:00 PM.

PLEASE NOTIFY TRUCKING COMPANY OF RECEIVING HOURS.

SHIPMENTS BEFORE OR AFTER THESE TIMES WILL NOT BE ACCEPTED AND MUST BE RESCHEDULED.

Shipments **SHOULD NOT** be addressed to the exhibit location as they do not have the facilities to receive and store **advance** exhibit material and will refuse delivery. Bellmen will not be allowed on show floor. Standard freight rates plus an additional charge of \$20.00 per box will be assessed for all shipments that come into the facility and are handled through our service desk on-site.

THIS FORM MUST BE FILLED OUT AND RETURNED IMMEDIATELY UPON SHIPMENT OF YOUR MATERIALS. EXPOSITIONS ETCETERA WILL NOT GUARANTEE DELIVERY OF YOUR FREIGHT TO THE SHOW SITE UNLESS THESE FORMS ARE RETURNED TO OUR OFFICE. **LAST DAY FOR SHIPMENT TO ARRIVE AT WAREHOUSE IS**

**SHIPMENTS TO EXPOSITIONS ETC. WAREHOUSE: (MUST BE PRE-PAID)**

NAME OF SHOW: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_  
NAME OF EXHIBITOR: \_\_\_\_\_  
TRUCKING FIRM: \_\_\_\_\_  
NO. OF SHIPMENTS: \_\_\_\_\_ NO. OF PIECES PER SHIPMENT: \_\_\_\_\_  
WEIGHT PER SHIPMENT: \_\_\_\_\_  
IF SHIPMENT HAS NOT ARRIVED BY: \_\_\_\_\_  
CALL: \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_\_  
Expositions Etcetera to reship/handle after show? YES:\_\_\_\_ NO:\_\_\_\_

**“RESHIP INFORMATION”**

**THE FOLLOWING MUST BE COMPLETED EVEN IF NOT RESHIPPING FREIGHT.  
Expositions Etc. must be advised of status and pick-up information.**

Name of Show: \_\_\_\_\_ Name of Exhibitor Company: \_\_\_\_\_  
Type of Service requested: AIR \_\_\_ YRC \_\_\_\_\_ Anticipated number of pieces: \_\_\_\_\_ WEIGHT: \_\_\_\_\_  
Ship To: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_  
Attention: \_\_\_\_\_ Shipment must arrive no later than: \_\_\_\_\_  
**\*\*Your own Carrier Arrangements:** \_\_\_\_\_

**PLEASE NOTE: All shipments will be sent via YRC. If another carrier is needed i.e. UPS, Yellow, Fed Ex, etc., you as the exhibitor must make all prior arrangements for pick up from show or warehouse. These and all other freight companies need specific information expositions etcetera cannot provide. Exhibits and materials, for which arrangements have not been made with Expositions Etc. and have not been removed from the exhibitor area on removal day by close of teardown, will be forced freight, at an additional charge to await disposition.**

**All outbound shipments will be done on a freight-collect basis only.** Each exhibitor will be expected to label his equipment and furnish us with shipping information. Freight must be crated and ready for transportation promptly at the beginning of Expositions Etc. teardown, even if exhibitor hall is available for teardown further hours / days. Expositions Etcetera will provide Bill of Lading. Expositions Etcetera will not provide shrink-wrap or tape.

**PAYMENT INFORMATION**

CARD #: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_  
CARD HOLDERS NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

REMIT CHECK TO:  
EXPOSITIONS ETCETERA  
P.O. BOX 22978  
ST. PETERSBURG, FLORIDA 33742

**CHARGES**

TOTAL CHARGES INBOUND: \$ \_\_\_\_\_  
TOTAL CHARGES OUTBOUND: \$ \_\_\_\_\_  
TOTAL CHARGES: \$ \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

PLEASE BE ADVISED EXPOSITIONS ETC. WILL ONLY ACCEPT PAYMENT BY:  
AMERICAN EXPRESS, VISA, MASTERCARD, CHECK OR CASH.



## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

RETURN TO: Expositions Etcetera \* P.O. BOX 22978 \* St. Petersburg, Florida 33742 USA \* Phone (727) 577-1168 \* Fax (727) 579-4974

COMPANY		BOOTH NUMBER		
ADDRESS	STREET	CITY	STATE	ZIP
PHONE	FAX	EMAIL		
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT – PLEASE PRINT		DATE	
X				

**CREDIT CARD CHARGE AUTHORIZATION Expiration date MUST be filled out to process order!**

<input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> CHECK <input type="checkbox"/> CORPORATE <input type="checkbox"/> 3-digit code				
ACCOUNT NUMBER				
				<b>EXPIRATION DATE:</b>
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE			CITY	STATE      ZIP
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT		
X				

**Please complete the information requested and return payment in full with this form and your orders.** You may choose to pay by credit card, check or cash, however, **we require your credit card authorization to be on file with Expositions Etcetera for your convenience,** we will use the authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.  
**Expositions Etcetera's Federal ID # 27-1601666**

### CALCULATION OF ORDERS

Furniture & Accessories.....	\$	
Labor.....	\$	
Freight Handling.....	\$	
Miscellaneous.....	\$	
<b>FULL PAYMENT in U.S. funds drawn on a U.S. bank</b>	<b>\$</b>	
<b>Charge my credit card in the amount of</b>	<b>\$</b>	
Check No. _____ Dated _____ in the amount of	\$	