

# EXPO SERVICES

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

## Payment Information Form

\*\*\* THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER \*\*\*

### SERVICES AND EQUIPMENT ORDERS

**NOTE: COMPLETE ONLY THE INFORMATION ASSOCIATED WITH ENCLOSED FORMS**

	Taxable	Non Taxable	
A) Booth Decorating Form _____	\$ _____	\$ _____	
B) Carpet Rental Order Form _____	\$ _____	\$ _____	
D) Shipping/Freight Service Order Form _____	\$ _____	\$ _____	
E) Electrical Service Order Form _____	\$ _____	\$ _____	
F) Taxable Sub Total ___ (sum A thru E) _____	\$ _____		
H) Ohio Sales/Use Tax ___ (G x 7.5%) _____	\$ _____		
<b>TOTALS</b> _____	\$ _____	+ \$ _____	= \$ _____
	(Sum F & G)	(Sum A thru E)	TOTAL TIME & MATERIALS

**CREDIT CARD PROCESSING FEE OF 3%** = \$ \_\_\_\_\_

**TOTAL PAYMENT DUE** = \$ \_\_\_\_\_

**NOTE: All sales & rentals are subject to Ohio Sales/Use Tax**

If you are exempt from sales/use Tax within the State of Ohio , you must provide a Certificate of Exemption or pay applicable tax.

### METHODS OF PAYMENT

**CHECKS - Please complete the following:**

**MAKE CHECKS PAYABLE TO : EXPO SERVICES**

Check Number: \_\_\_\_\_ Dated \_\_\_\_\_

Amount \$ \_\_\_\_\_

NOTE: All Checks are deposited upon receipt. Do not post date!  
 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**

Acct. Number \_\_\_\_\_

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

Card Holder \_\_\_\_\_

Signature \_\_\_\_\_

**PAYMENT MUST BE RECEIVED IN FULL PRIOR TO DEADLINE TO BE ENTITLED TO ADVANCE RATE**

**CONDITIONS OF RENTAL: NO EXHIBITOR MATERIALS CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING. NO RENTAL ITEMS/MATERIALS MAY BE ALTERED IN ANY WAY. ANY AND ALL DAMAGES/ALTERATIONS WILL BE CHARGED AT REPLACEMENT COST AND WILL BE THE RESPONSIBILITY OF THE EXHIBITOR. (rental rates will not apply as credit)**

Name of Event _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELED OR CHANGED AT SHOW SITE.
Firm Name _____ Tel. No. _____	
Address _____ City _____ State _____ Zip _____	<b>PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.</b>
Print Your Name _____ Signature _____	

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

# EXPO SERVICES

## Order Form A

### BOOTH DECORATING FORM

**CORPORATE OFFICE:**

P O Box 2969  
Zanesville, OH 43702  
Phone/Fax: 740-454-1201  
Email:  
exposervicesoec@gmail.com

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE  
FURNITURE - TABLES - CARPETING - ACCESSORIES

QTY	TABLES & RISERS (UNDRAPED)	ADVANCED RATE	FLOOR RATE	EXTENDED PRICE
	TABLE-24"X4"X30"	\$12.00	\$15.00	
	TABLE-24"X6"X30"	\$12.00	\$15.00	
	TABLE-24"X8"X30"	\$12.00	\$15.00	
	RISER-12"X4"X12"	CALL FOR PRICE	CALL FOR PRICE	
	RISER-12"X6"X12"	CALL FOR PRICE	CALL FOR PRICE	
	RISER-12"X8"X12"	CALL FOR PRICE	CALL FOR PRICE	
	Extend Table to 40" High (Adder)	\$6.00	\$8.00	
	<b>TABLES &amp; RISERS (draped)</b>	Circle color preferred	<i>BLACK BLUE WHITE</i>	<i>MAROON YELLOW</i>
	TABLE-24"X4"X30"	\$22.00	\$32.00	
	TABLE-24"X6"X30"	\$28.00	\$38.00	
	TABLE-24"X8"X30"	\$30.00	\$40.00	
	RISER-12"X4"X12"	CALL FOR PRICE	CALL FOR PRICE	
	RISER-12"X6"X12"	CALL FOR PRICE	CALL FOR PRICE	
	RISER-12"X8"X12"	CALL FOR PRICE	CALL FOR PRICE	
	Extend Table to 40" High (Adder)	\$12.00	\$15.00	
	<b>SPECIAL BOOTH DRAPE</b>	Circle color preferred	<i>BLACK BLUE WHITE</i>	<i>MAROON YELLOW</i>
	Siderail Drape 36" Ht./ Linear Ft.	\$2.00	\$3.00	
	Black Drape 8' Ht./ Linear Ft.	\$3.00	\$4.00	
	White Vinyl Table Cover	\$6.00	\$6.00	
	Special Skirting 30" Ht. / Linear Ft.	CALL FOR PRICE	CALL FOR PRICE	
	Special Skirting 40" Ht. / Linear Ft.	CALL FOR PRICE	CALL FOR PRICE	
	<b>FURNITURE</b>			
	FOLDING CHAIR	\$5.00	\$5.00	
	STACK CHAIR	\$15.00	\$20.00	
	BAR STOOL	\$30.00	\$38.00	
	OFFICE CHAIR	\$35.00	\$42.00	
	EASEL, Chrome Tripod	\$10.00	\$12.00	
	WASTE BASKET	\$5.00	\$7.00	
	Other Requests:	CALL FOR PRICE	CALL FOR PRICE	
	<b>TRANSFER SUBTOTAL TO "PAYMENT INFORMATION FORM"</b>		<b>SUB-TOTAL</b>	

The above is a basic listing of items available. Contact a representative for quotation on other items.

Name of Event _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____ Tel. No. _____	
Address _____ City _____ State _____ Zip _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
Print Your Name _____ Signature _____	
THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. <b>KEEP A COPY FOR YOUR RECORDS</b>	



**CORPORATE OFFICE:**

P O Box 2969  
 Zanesville, OH 43702  
 Phone/Fax: 740-454-1201  
 Email:  
 exposervicesoec@gmail.com

**Order Form B**

**CARPET RENTAL ORDER FORM**

ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

**STANDARD EXHIBIT BOOTH CARPET**

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping. Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas. Cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area exhibit carpet is desired, see section below

CHECK ONE	ADVANCE RATE	FLOOR RATE	CHECK ONE	ADVANCE RATE	FLOOR RATE
10 Ft. x 10 Ft.	\$105.00	\$125.00	10 Ft. x 30 Ft.	\$250.00	\$295.00
10 Ft. x 20 Ft.	\$175.00	\$205.00	10 Ft. x 40 Ft.	\$325.00	\$375.00
Bulk spaces per sq. ft.	\$1.05	\$1.25			

Circle One: Black - Blue - Red - Grey - Green - other \_\_\_\_\_

**COMPLETE EXHIBIT AREA CARPET**

Complete exhibit area carpet price includes laying ,trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to you exact measurements

Custom cut - Special Order Final Price is dependent on actual carpet cost	ADVANCE RATE	FLOOR RATE	TOTAL
Complete AreaSize _____ Ft. x _____ Ft. = _____ Sq. Ft. @ _____	\$2.25	\$2.75	

Circle \_\_\_\_\_

One: Black - Blue - Red - Grey - Green - other \_\_\_\_\_

**PADDING - PROTECTIVE PLASTIC COVERING - TAPE**

- Padding Area Size \_\_\_\_\_ Ft. x \_\_\_\_\_ Ft. = \_\_\_\_\_ Sq. Ft. @ \$0.85 / Sq. Ft. = \$ \_\_\_\_\_
- Protective Plastic Area \_\_\_\_\_ Ft. x \_\_\_\_\_ Ft. = \_\_\_\_\_ Sq. Ft. @ \$0.15 / Sq. Ft. = \$ \_\_\_\_\_
- Additional Carpet Tape \_\_\_\_\_ Ft. @ \$1.00 Linear. Ft. = \$ \_\_\_\_\_

**VACUUMING/CLEANING**

Individual cleaning for your booth may be ordered by checking below

(Charges are based on gross booth area)

- Vacuuming ONCE prior to show opening .....\$ .25 per sq. ft.
- Vacuuming EVERY DAY during event.....\$ .20 per sq. ft. per day
- Vacuuming, dusting display area & emptying waste-baskets.....\$ .30 per sq. ft. per day

Booth Size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_sq. ft. x \$\_\_\_\_\_ per sq. ft. x \_\_\_\_\_ days = \$ \_\_\_\_\_.

Total each of the top three sections and enter here Taxable SUB-TOTAL \_\_\_\_\_

Total from VACUUM/CLEANING Section enter here Non Taxable SUB-TOTAL \_\_\_\_\_

Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"

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

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



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

Order Form D

**FREIGHT SERVICE AND MATERIAL HANDLING**

Category	Description	Rate per CWT
1.	Advanced Warehouse Shipments- Received on or before Deadline Date	\$32.00
2.	Targeted/On Site Shipment- Contact Expo Services	
3.	Uncrated Advanced- Non palletized/non-rolling/loose shipments that require special handling that is received prior to Deadline Date	\$32.00
4.	Uncrated Targeted- Contact Expo Services	
5.	Small Package Deliveries-UPS and FEDEX etc.  ADDRESSED c/o EXPO SERVICES LLC	
5.1	1-49lb (combined)	\$10.00
5.2	50-100 lb (combined)	\$25.00
6.	Forklift Service- Hourly rate with operator (2 hour minimum)	\$65.00
7.	Refrigeration Services -Contact Expo Services Directly for Pricing	

Expo Services LLC provides Shipping Labels which should be completed and placed on each container shipped to the Columbus, Ohio address.

**Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"**

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

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



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

**Order Form E**

**EXHIBITOR ORDER FORM  
 OHIO EXPO CENTER ELECTRICAL SERVICES**

**CREDIT CARD PROCESSING FEE OF 3%**

**ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE**

**RATES SPECIAL WIRING**

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!

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	
<b>THREE PHASE</b>				
	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	
<b>EQUIPMENT</b>				
	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	
<b>LABOR</b>				
	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	
<b>PAYMENT</b>		<b>Non-taxable SUB-TOTAL</b>		

**Transfer SUBTOTAL to "PAYMENT INFORMATION FORM"**

Name of Event \_\_\_\_\_

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.**

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