

PoSH Event Services, Inc.  
3738 Paragon Dr. Columbus, OH 43228  
(740)362-0004 / (740)362-1004 Fax  
Website: [www.poshevent.com](http://www.poshevent.com)  
Email: [exhibitorservice@poshevent.com](mailto:exhibitorservice@poshevent.com)



Ohio Deer and Turkey Expo  
March 16<sup>th</sup>- 18<sup>th</sup>, 2012  
Ohio Expo Center Bricker Building

PoSH Event Services, Inc. is proud to be the exclusive General Service Contractor  
(Decorator) for the Ohio Deer and Turkey Expo.  
We look forward to working with you on all your show equipment and service needs.

#### EXHIBITOR INFORMATION

**Booth Description:** 10' x 10' with 8' high back and 3' high side drape and includes a 7"x44" ID sign.

**Show colors** are red and white.

*Items provided by Show Management may not be returned or exchanged for credit, cash or different furnishings.*

If you have additional equipment or service needs; print, complete and fax the applicable pages including the Payment Form.

PoSH, Expo Services, and Pioneer Communications forms are included below. Please note that electric, telephone, and internet forms should be remitted to appropriate parties.

#### NOTABLE DEADLINE DATES

**Discount Rate:** Orders must be received in our office by 3/9/2012

#### **SHIPPING**

**Advanced Warehouse:** Freight must arrive by 3/12/2012

**To Show-Site:** Freight must arrive on 3/15/2012

Thank you,

Exhibitor Services Dept.  
PoSH Event Services, Inc.  
740-362-0004 x 402



**PAYMENT AUTHORIZATION FORM**  
**Deadline for Discount Rate: 3/9/2012**

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

**Cancellation Policy:** Cancellation after 3/12 will be charged at 50% of regular rate.

**Late Request:** Requests after deadline will be filled as available at standard rates.

**Return To:**  
**3738 Paragon Dr.**  
**Columbus, OH 43228**  
**(740)362-0004 / (740)362-1004 Fax**

Our **CREDIT POLICY** requires **100% payment** with order for service, tax, and anticipated freight. This form with your **credit card** information for payment of advance and show site orders must be forwarded to PoSH Events Services, Inc. in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. ALL orders received after deadline (indicated on each form) will be charged at standard rates. All unpaid balances will be collected from your representative at show site before services can be rendered. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. **TERMS:** Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees connected with the collection of your accounts.

**CREDIT CARD INFORMATION**

Card Member Name (PRINT) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Credit Card Billing Address (PRINT) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Charge to:  VISA  AMERICAN EXPRESS  MASTER CARD

Account Number \_\_\_\_\_ Code \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

**SERVICES AND EQUIPMENT ORDERED**

<b>Rentals:</b>	FURNITURE RENTAL ORDER FORM	\$ _____	
	CARPET RENTAL ORDER FORM	\$ _____	
	BOOTH LIGHTING FORM	\$ _____	
			<b>SUB-TOTAL \$ _____</b>
			<b>SALES TAX 6.75% \$ _____</b>
			<b>RENTAL TOTAL \$ _____</b>
<b>Freight/ labor:</b>	MATERIAL HANDLING PAYMENT	\$ _____	
	LABOR/ FORKLIFT OPERATOR ORDER FORM	\$ _____	
			<b>LABOR TOTAL \$ _____</b>
<b>REMIT TO: PoSH EVENT SERVICES INC. =&gt;</b>			<b>GRAND TOTAL: \$ _____</b>

(ALL UNPAID BALANCES AT THE CONCLUSION OF THE EVENT WILL BE INVOICED TO THE CREDIT CARD ON FILE)

Name of Event Ohio Deer and Turkey Booth number \_\_\_\_\_

Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

All orders are subject to the terms and conditions as outlined on the payment form.



**Return To:**  
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**Columbus, OH 43228**  
**(740)362-0004/ (740)362-1004**

## Furniture Rental Order Form:

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

**Cancellation Policy:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**Late Request:** Requests after deadline will be filled as available at standard rates.

**Color/Size Selection:** Choices not indicated will be selected by Posh Event Services to coordinate with show colors and size of exhibit.

Chairs, Stools Coffee Tables					Display Tables – 30' High x 2' wide				
Qty	Description	Discount Rate	Standard Rate	Amount	Qty	Description	Discount Rate	Standard Rate	Amount
	Upholstered Arm Chair Gray	15.00	23.00			4' long table SKIRTED 3 sides	30.00	40.00	
	Stool – 30" Black with Back	22.00	30.00			6' long table SKIRTED 3 sides	40.00	50.00	
	Armless Side Chair Gray Vinyl	13.00	19.00			8' long table SKIRTED 3 sides	50.00	60.00	
	Folding Chair - Brown	6.00	12.00			(additional) all sides draped	12.00	16.00	
	Pedestal Table 30" high x 30" wide	30.00	38.00			4' long table NOT skirted	18.00	28.00	
	Pedestal Table 40" high x 30" wide	32.00	40.00			6' long table NOT skirted	28.00	38.00	
						8' long table NOT skirted	38.00	48.00	
	Linen for Pedestal Table 30" Hi	25.00	31.50		CHECK SKIRT COLOR (Includes Top Covered with White Vinyl) Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>				
	Linen for Pedestal Table 40" Hi	25.00	31.50						
Accessories					Display Table Counters – 40" high x 2' wide				
	Wastebasket	5.00	8.00			4' long table SKIRTED 3 sides	45.00	55.00	
	Easel, Tripod	12.00	18.00			6' long table SKIRTED 3 sides	55.00	65.00	
	Black Metal Grid Walls 2' x 8'	36.00	45.00			8' long table SKIRTED 3 sides	65.00	75.00	
	Garment Rack 5' long	36.00	45.00			4' side draped (additional) all sides	15.00	19.00	
	Chrome Stanchion	24.00	30.00			4' long table NOT skirted	22.00	32.00	
	White Plastic Chain (per ft)	2.10	2.70			6' long table NOT skirted	32.00	42.00	
	Mannequin (Call for style)	90.00	112.50			8' long table NOT skirted	42.00	52.00	
	Sculpture Stands (48"hi 14"sq)	42.00	52.50			Glass Showcase Lighted w/lock 4'hi W/ 2 shelves	400.00		
	Sculpture Stands (15"hi 30"sq)	42.00	52.50						
Special Booth Draping					CHECK SKIRT COLOR (Includes Top Covered with White Plastic)				
	Telescoping Rod	12.00	15.60		Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>				
	8' Post & 13" Square Base	18.00	24.00						
	36" Post & 2' Square Base	18.00	22.00		<b>Table Risers – 12" wide, Covered White</b> 4' long. Single Step. 12" ht. 24.00 30.00 6' long. Single Step. 12" ht. 36.00 45.00 8' long. Single Step. 12" ht. 48.00 60.00 Color Drape for riser Spec Color _____ 36.00 45.00				
	White Vinyl Table Cover	14.40	16.00						
	Special color side rails drapes. 36" high-Price per linear foot	3.00	4.50						
	Special color side rails drapes. 8' high-Price per linear foot	5.00	6.50						
CHECK SKIRT COLOR (Includes Top Covered with White Plastic)									
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>	Gold	<input type="checkbox"/>	Plum
<input type="checkbox"/>		<input type="checkbox"/>	Gray	<input type="checkbox"/>	Red	<input type="checkbox"/>	White	<input type="checkbox"/>	Teal

No credit will be given after close event on items or services ordered. If you have a problem please see the Posh Event Service Desk Personnel at the event site prior to opening.

Changes listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event Ohio Deer and Turkey  
 Firm Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Street City State Zip Code  
 Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Booth Number \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_  
 Fax (\_\_\_\_) \_\_\_\_\_  
 Date \_\_\_\_\_

(Must be received in our office by deadline )



# Booth Lighting Order Form

**Return To:**  
**3738 Paragon Dr.**  
**Columbus, OH 43228**  
**740-362-0004 Fax 740-362-1004**

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment Authorization form.

**Cancellation Policy:** No refund on orders cancelled after deadline.

**Late Request:** Requests after deadline will be filled as available at the standard rate.

DESCRIPTION	STANDARD	DISCOUNT	COST
Qty. _____ Par 56 theatre style spotlight .....	\$35.00	\$30.00	_____
Qty. _____ Three-Arm Tree Floor Lamp (5' Tall) .....	\$30.00	\$25.00	_____
Qty. _____ Par 38 small theatre style spotlight .....	\$30.00	\$25.00	_____
Qty. _____ 8' Upright & grid wall attachable floodlight .....	\$20.00	\$15.00	_____
Qty. _____ Rope Lighting (Clear, Red, Blue, Purple and Green) .....	\$30/per 10'	\$25/per 10'	_____

**SUB TOTAL: \$** \_\_\_\_\_

No Credit will be given after close of event on items or services ordered, but not received if you have a problem please see the Customer Service Desk Personnel at the event site prior to opening.

**YES, I HAVE COMPLETED AND ENCLOSED THE PAYMENT AUTHORIZATION FORM →**

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Name of Event Ohio Deer and Turkey Booth Number \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Street City State Zip Code  
 Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Must be received in our office by deadline)*



**Return To:**  
**3738 Paragon Dr.**  
**Columbus, OH 43228**  
**(740)362-0004/ (740)362-1004**

## Carpet Rental Order Form

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

**Cancellation Policy:** Cancellation after deadline will be charged at 50% of prevailing rate.

**Late Request:** Cancellation after deadline will be 100% of prevailing rate

**Color/Size Selection:** Requests after deadline will be filled as available at standard rates. Choices not indicated will be selected by Posh Event Services to coordinate with show colors and size of exhibit

### Standard Exhibit Booth Carpet

Standard exhibit booth carpet price includes rental, removal and front taping only.

Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired see section below.

CHECK ONE	Discount Rate	Standard Rate	CHECK ONE	Discount Rate	Standard Rate
<input type="checkbox"/> 10ft x 10ft	\$60.00	\$85.00	<input type="checkbox"/> 10ft x 30ft	\$170.00	\$195.00
<input type="checkbox"/> 10ft x 20ft	\$110.00	\$130.00	<input type="checkbox"/> 10ft x 40ft	\$230.00	\$260.00

#### CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

BLACK  BLUE  GRAY  RED  TEAL

### Bulk Space/ Island Carpet

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

Complete area size _____ FT x _____ FT = _____ SQ. FT@	Discount Rate	Standard Rate	Total
	\$1.50	\$2.00	= \$ _____

#### CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

BLACK  BLUE  GRAY  RED

### Custom Decorators Plush Carpet

Custom carpet is an upgraded 34 oz. Carpet in 12 decorator colors. Swatches will be sent to you upon your request.

Minimum order for custom carpet is 100 sq. ft. Order must be received in our office 4 weeks prior to show.

Custom Carpet Size _____ FT x _____ FT = _____ SQ. FT@	Discount Rate	Standard Rate	Total
	\$2.45	\$3.20	= \$ _____

#### CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET: (Other colors available upon request.)

<input type="checkbox"/> Baby Blue	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Misty Grey
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Ebony Black	<input type="checkbox"/> Gunmetal Grey	<input type="checkbox"/> Sandstone Beige
<input type="checkbox"/> Cherry Red	<input type="checkbox"/> Evergreen	<input type="checkbox"/> Ivory White	<input type="checkbox"/> Sky Blue

### Padding – Plastic Covering - Tape

RATES INCLUDE INSTALLATION AND REMOVAL	Discount Rate	Standard Rate	Total
Padding Area Size _____ FT x _____ FT = _____ SQ. FT@	\$.72	\$.90	= \$ _____
Plastic Covering Area _____ FT x _____ FT = _____ SQ. FT@	\$.24	\$.30	= \$ _____
Additional Carpet Tape _____ LN. FT@	\$1.20	\$1.50	= \$ _____

**Carpet Sweeping \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq.ft. x \$.30 Total \$ \_\_\_\_\_ per day**

No credit will be given after close event on items or services ordered. If you have a problem please see the Posh Event Service Desk Personnel at the event site prior to opening.

Changes listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form. →

Name of Event Ohio Deer and Turkey Booth Number \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Street City State Zip Code  
 Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)



## Shipping Information and Drayage Service Page 1

To enable us to anticipate and trace delayed shipments, please complete information requested for each individual shipment to the best of your knowledge. **DO NOT DELAY!**

**Make a copy of form and fax or mail to THIS LETTERHEAD ADDRESS! PoSH Event Services must be advised (4) weeks in advance of delivery date of any oversized freight (single pieces over 3500 lbs. Or odd shaped pieces) which will require unloading/reloading**

**Return To:**  
**3738 Paragon Dr.**  
**Columbus, OH 43228**  
**(740)362-0004/ (740)362-1004 Fax**

### Instructions

- 1.) Mail this form with advance payment to above PoSH Event Services address by above deadline
- 2.) All shipments must be prepaid. Collect shipments will not be accepted
- 3.) All **advanced warehouse** freight should be shipped to arrive by 3/12/2012
- 4.) All inbound shipments **direct to event site** must be targeted to arrive on 3/15/2012

### Advanced Receiving Warehouse

\*Label each piece of your shipment(s) as follows

TO: **(NAME OF EXHIBITING COMPANY)**

Ohio Deer and Turkey Expo  
 C/O PoSH Event Services  
 3738 Paragon Dr.  
 Columbus, OH 43228

Event: \_\_\_\_\_  
 Exhibit Space #: \_\_\_\_\_  
 Must arrive by: \_\_\_\_\_

### Direct to Event Site

\*Label each piece of your shipment(s) as follows

TO: **(NAME OF EXHIBITING COMPANY)**

Ohio Deer and Turkey Expo  
 Ohio Expo Center- Bricker Building  
 C/O PoSH Event Services  
 717 E. 17<sup>th</sup> Ave.  
 Columbus, OH 43211

Event: \_\_\_\_\_  
 Exhibit Space #: \_\_\_\_\_  
 Must arrive on: \_\_\_\_\_

### Rate Schedule

Rates apply to each 100 lbs. Or fraction thereof and are based on the actual or estimated INBOUND weight NO allowance will be made for attrition during the event. NO accumulative weights will be allowed on minimums, split shipments, free ashtrays, etc.

- 1.) Shipments received at **advance warehouse**, unloaded, stored for 14 days (or less), delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage (if required) and returned to booth, shipments picked up at exhibitor's booth at the close of the convention (if required) and moved to the loading area, and reloaded on truck(s) at **\_\_\_\$40.00\_\_\_ per ext. (100 lbs. or fraction) [200 lb. per shipment minimum]**
- 2.) Shipments received **at event site** facility, unloaded from exhibitor or carrier vehicle, delivered to the exhibitor's booth, empty packing cases removed to storage (if required) and returned to booth, shipments picked up at exhibitor's booth at the close of the show (if required) and moved to the loading area, and reloaded on truck(s) at **\_\_\_\$45.00\_\_\_ per ext. (100 lbs. or fraction) [200 lb. per shipment minimum]**
- 3.) **Shipments or Equipment requiring "SPECIAL Handling"** will be subject to 50% surcharge in addition to the rates listed above. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment) Materials will be unloaded from vans, exhibitor's truck or trucks of others at advance warehouse or the convention facility, delivered to the exhibitor's booth, empty packing materials removed to storage (if required) and returned to booth, shipments picked up at the exhibitors booth at the close of the show, moved to the loading area and reloaded on truck(s). **It is incumbent on the exhibitor to provide written and accurate weight and piece count information on each shipment.** Shipments received with a Bill of Lading (i.e., UPS U.S. Mail, Co. Trucks without Bill of Lading, etc.) or delivered direct to event site prior to first event target date or after must arrive by date for advance receiving warehouse ( see above instructions ) also may be subject to 50% surcharge.

### Estimate Drayage Services Cost for Advance Payment

\*Enter estimated **total pounds** (see below) of all of your shipments by rounding **up** each total shipment weight to the next nearest 100 pounds ie, one- 232lb. shipment of any number of pieces would be figured as 300 lbs., 595 lbs. of any number of pieces would be figured as 600 lbs.,etc.) any shipment with a total weight of 200lbs. or less should be calculated at 200lb. minimum.

#### ADVANCED WAREHOUSE SHIPMENTS

Total Combined Weights of ALL Shipments (rounded up) *divided by* 100lbs. = \_\_\_\_\_ TTL cwt. X \$40 per cwt. = \$ \_\_\_\_\_

#### DIRECT TO EVENT SITE

Total Combined Weights of ALL Shipments (rounded up) *divided by* 100lbs. = \_\_\_\_\_ TTL cwt. X \$45 per cwt. = \$ \_\_\_\_\_

ADVANCED WAREHOUSE AND DIRECT TO EVENT SITE ESTIMATED COST.....\$ \_\_\_\_\_

ADD 50% SURCHARGE FOR SPECIAL HANDLING IF REQUIRED (See "Special Handling" #3 under Rate Schedule)..... \$ \_\_\_\_\_

YES, I have completed and enclosed the Payment Form → Sub Total: \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**No credit will be given after close of event on items or services ordered, but not received.**

**If you have a problem please see the PoSH Service Desk Personnel at the event site prior to opening.**

.Please be sure to read both pages of this SHIPPING INFORMATION AND DRAYAGE SERVICE ORDER FORM. Other conditions are applicable as stated on 2<sup>nd</sup> page.

Name of Event Ohio Deer and Turkey

Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
 Street City State Zip Code

Fax (\_\_\_\_) \_\_\_\_\_



**Return To:**  
**3738 Paragon Dr.**  
**Columbus, OH 43228**  
**(740)362-0004/ (740)362-1004 Fax**

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

**Cancellation Policy:** Cancellation after deadline will be charged at 75% of one day rate.

**Late Request:** Requests after deadline will be filled as available at standard rates

**INBOUND SHIPMENTS – FOR EVENT**

<p>1) Shipper _____          From (City/State) _____          Total # of pieces _____  <b>CHECK ONE:</b> <input type="checkbox"/> to Advance Receiving Warehouse or <input type="checkbox"/> direct to Show Site</p>	<p>Date shipped _____          Estimated arrival date _____          Pro # _____          Total weight _____</p>
<p>2) Shipper _____          From (City/State) _____          Total # of pieces _____  <b>CHECK ONE:</b> <input type="checkbox"/> to Advance Receiving Warehouse or <input type="checkbox"/> direct to Show Site</p>	<p>Date shipped _____          Estimated arrival date _____          Pro # _____          Total weight _____</p>
<p>3) Shipper _____          From (City/State) _____          Total # of pieces _____  <b>CHECK ONE:</b> <input type="checkbox"/> to Advance Receiving Warehouse or <input type="checkbox"/> direct to Show Site</p>	<p>Date shipped _____          Estimated arrival date _____          Pro # _____          Total weight _____</p>

**MISCELLANEOUS DRAYAGE SERVICES/COST AND GENERAL INFORMATION**

**SPECIAL SERVICES AND RATES** – Steel bending \$ .90 plus – ½ hr. min. labor charge, or shrink wrap \$30 St, \$42 OT, \$54 DT per skid for the packaging of displays and equipment is available at the Drayage Contractors service desk. Fork lifts and drivers are available for particular spotting of equipment within your exhibit space after delivery to your exhibit space at prevailing rates for equipment and labor. Please order this service in advance, see “**Display Labor and In booth Forklift Service Order Form**” Mobile equipment will be moved into and out of the exhibit facility for \$120.00 per round trip. This service MUST be scheduled in advance – *Please Call*

**COLLECT SHIPMENTS** – may be refused or accepted at the option of the Official Drayage Contractor. In cases where the Drayage Contractor elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to the Drayage Contractor within 24 hours. A twenty-five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$ 50.00 **MINIMUM** fee will apply to this service.

**HAULING TO OR FROM LOCAL FACILITIES** – local delivery/pick-up will be charged at prevailing rates; in addition to appropriate cwt. Charges for drayage services rendered.

**INBOUND AND OUTBOUND TRAFFIC SCHEDULES** are the responsibility of the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a coordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements all shipments be channeled through the Official Drayage Contractor.

**OUTBOUND SHIPPING INSTRUCTIONS** should be given to the Official Drayage Contractor at the Exhibitor Center Service area during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the Drayage Contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be moved by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them. Return to the advance warehouse, and storage for up to 5 business days is available at a rate of \$12.00 cwt/\$75.00 minimum, after which a storage charge will be assessed.

**DAMAGE TO EXHIBIT** while they are being loaded, unloaded or conveyed to the booth or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor **WILL NOT** be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$ .10 per pound/per article, with a maximum \$50.00 per item, and a maximum of \$1,000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

**EXHIBITS TO BE STORED** will be charged at a minimum monthly rate of \$75.00 or a rate of \$12.00 cwt. per month or fraction thereof. No charge will be made for inbound shipments when received 21 business days or less prior to the event. Please call if 22 days or longer storage is required.

Name of Event	<u>Ohio Deer and Turkey Expo</u>	Booth Number	_____
Firm Name	_____	Phone (____)	_____
Address	_____	Fax (____)	_____
	Street City State Zip Code		
Print/Type Name	Signature	Date	_____

**RUSH CONVENTION  
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 3/12/2012

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

PoSH Event Services  
3738 Paragon Dr.  
Columbus, OH 43228  
**Show: Deer and Turkey**

BOOTH NO. \_\_\_\_\_

NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**RUSH CONVENTION  
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 3/12/2012

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

PoSH Event Services  
3738 Paragon Dr.  
Columbus, OH 43228  
**Show: Deer and Turkey**

BOOTH NO. \_\_\_\_\_

NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**RUSH CONVENTION  
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 3/12/2012

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

PoSH Event Services  
3738 Paragon Dr.  
Columbus, OH 43228  
**Show: Deer and Turkey**

BOOTH NO. \_\_\_\_\_

NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**RUSH CONVENTION  
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 3/12/2012

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

PoSH Event Services  
3738 Paragon Dr.  
Columbus, OH 43228  
**Show: Deer and Turkey**

BOOTH NO. \_\_\_\_\_

NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**RUSH CONVENTION  
EXHIBIT MATERIAL**

**“FOR DIRECT TO SHOW SITE”  
MUST ARRIVE ON:  
3/15/2012**

**(DO NOT DELIVER BEFORE)**

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

**SITE:  
Ohio Expo Center (Bricker Bldg.)  
C/O: PoSH Event Services  
717 East 17<sup>th</sup> Ave.  
Columbus, OH 43211  
SHOW: Ohio Deer and Turkey**

**BOOTH NO. \_\_\_\_\_**

**NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.**

**RUSH CONVENTION  
EXHIBIT MATERIAL**

**“FOR DIRECT TO SHOW SITE”  
MUST ARRIVE ON:  
3/15/2012**

**(DO NOT DELIVER BEFORE)**

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

**SITE:  
Ohio Expo Center (Bricker Bldg.)  
C/O: PoSH Event Services  
717 East 17<sup>th</sup> Ave.  
Columbus, OH 43211  
SHOW: Ohio Deer and Turkey**

**BOOTH NO. \_\_\_\_\_**

**NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.**

**RUSH CONVENTION  
EXHIBIT MATERIAL**

**“FOR DIRECT TO SHOW SITE”  
MUST ARRIVE ON:  
3/15/2012**

**(DO NOT DELIVER BEFORE)**

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**Return To:**  
**3738 Paragon Dr.**  
**Columbus, OH 43228**  
**(740)362-0004/ (740)362-1004 Fax**

**LABOR AND FORKLIFT SERVICE ORDER FORM**

**Payment Policy** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**Cancellation Policy** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**Late Request** Requests after deadline will be filled as available at the standard rates.

Starting time can be guaranteed only in those instances where staff are requested at the beginning of the official set-up time. While every attempt will be made to provide staff at later times, their starting time must be approximate, since staff assigned to jobs at the start of the day cannot gauge exact completion time of first job assignment. It is important that exhibit representative check in at service desk to pick up labor ordered. Exhibit representative must also check the labor back in at the service desk upon completion of work. All work will be done under supervision of the exhibitor representative.

**Labor by PoSH EVENT SERVICES**

ORDER	NUMBER OF STAFF REQUIRED	EST.HRS (1 HR INCREMENTS) EACH LABORER
Labor For Installation		
Labor For Dismantle		

Installation of exhibit Space/unloading w/out forklift

- 1 Date needed: \_\_\_\_\_
2. Est. Starting Time \_\_\_\_\_ AM / PM
3. Est. Finishing Time \_\_\_\_\_ AM / PM
4. Comments:

**Forklift Labor by PoSH EVENT SERVICES**

ORDER	START DATE	EST. HRS (1 HR MINIMUM)	START TIME	END TIME
Forklift for Move-in				
Forklift for Move-out				

**Rates: Estimate Labor Services Cost for Advance Payment**

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00AM and after 5:00PM weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. There is a minimum charge of (1) hour per man. Rates are listed below.

**MOVE-IN / INSTALLATION- STRAIGHT TIME**

Number of staff \_\_\_\_\_ x Number of hours per person \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Straight Time Hours x \$25.00 / Hr. = \$ \_\_\_\_\_  
 Forklifts \_\_\_\_\_ x Number of hours \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Straight Time Hours x \$50.00 / Hr. = \$ \_\_\_\_\_

**MOVE-IN / INSTALLATION- OVERTIME**

Number of staff \_\_\_\_\_ x Number of hours per person \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Overtime Hours x \$37.00 / Hr. = \$ \_\_\_\_\_  
 Forklifts \_\_\_\_\_ x Number of hours \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Overtime Hours x \$75.00 / Hr. = \$ \_\_\_\_\_

**MOVE-OUT / DISMANTLE- STRAIGHT TIME**

Number of staff \_\_\_\_\_ x Number of hours per person \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Straight Time Hours x \$25.00 / Hr. = \$ \_\_\_\_\_  
 Forklifts \_\_\_\_\_ x Number of hours \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Straight Time Hours x \$50.00 / Hr. = \$ \_\_\_\_\_

**MOVE-OUT / DISMANTLE- OVERTIME**

Number of staff \_\_\_\_\_ x Number of hours per person \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Overtime Hours x \$37.00 / Hr. = \$ \_\_\_\_\_  
 Forklifts \_\_\_\_\_ x Number of hours \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total Overtime Hours x \$75.00 / Hr. = \$ \_\_\_\_\_

**Add 30% if supervised by PoSH EVENT SERVICE (30.00 min.) = \$ \_\_\_\_\_**

No credit will be given after close of event on items or services ordered, but not received. If you have a problem, please see the Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Subtotal: \$ \_\_\_\_\_

**Please transfer this total to the ADVANCE PAYMENT FORM**

Name of Event Ohio Deer and Turkey Booth Number \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Print / Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(This form must be received in our office by the deadline. Thank You.)



# PIONEER COMMUNICATIONS

## TELEPHONE & INTERNET ORDER FORM

Show Name \_\_\_\_\_ Show Date \_\_\_\_\_

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_ On Site Contact \_\_\_\_\_

Booth Location \_\_\_\_\_ Booth Number \_\_\_\_\_

Date for Service to Begin \_\_\_\_\_ Date for Service to End \_\_\_\_\_

### TELEPHONE SERVICE

There are two telephone service plans to choose from. Price includes installation.

**Basic Service (\$225.00) (Typical use - Credit Card machine) includes:**

Unlimited local calls and access to toll free numbers.

NO Long Distance Access. All long distance calls except toll free numbers are blocked.

**Enhanced Service (\$225.00) (Typical uses - Voice line and Fax machine) includes:**

Unlimited local calls and access to toll free numbers.

Limited Long Distance Access to the continental United States.

All Long Distance calls are billed at ten cents per minute.

Select the Telephone Service you require from the list below:

QTY	SERVICE PLAN			TOTAL
_____	Basic Service	Local Calls, Toll Free, NO LD	Per Line	\$225.00 _____
_____	Enhanced Service	Local Calls, Toll Free, LD Access	Per Line	\$225.00 _____
_____	Analog Phone	Rental - Analog Phone	Per Phone	\$20.00 _____

### HIGH SPEED INTERNET SERVICE

QTY	SPEED	DESCRIPTION OF TYPICAL USE	TOTAL
_____	256K	Basic Service for checking e-mail, displaying website	\$250.00 _____
_____	512K	Most popular service. VPN, On-line order placement	\$275.00 _____
_____	768K	High speed for multiple users, heavy order placement	\$325.00 _____
_____	1 MB	Heavy duty usage, streaming video, inventory balancing	\$425.00 _____
_____	1.5 MB	Heavy data networking, streaming video, orders, inventory	\$525.00 _____
_____	Router	Rental – Router 4 Port	\$35.00 _____

# PAYMENT

Calculate the charges for the services you are requesting and enter on the lines below:

Notes or Special Instructions about your order: _____ _____ _____	Telephone Service _____
	Internet Service _____
	Sub Total _____
	Tax (Sub Total X 6.75%) _____
	<b>Total Payment Due</b> _____

All Telephone / Internet Orders **must be prepaid** before the start of the show. Fax your order form with credit card info to 614-471-9797. Pioneer Communications will send you a confirmation of your order via e-mail or fax within 48 hours. If you choose to mail your order, send a check or money order, payable to Pioneer Communications, Inc., to the following address:

**Pioneer Communications, Inc.**  
**P.O. Box 307634**  
**Gahanna, Ohio 43230-7634**

**Orders for Enhanced Telephone Service and Internet Service must have a valid credit card on file.** Long distance charges will be billed to the credit card on file within 30 days of the show end. **Equipment for Internet Service that is not returned will be billed \$200 to the credit card on file.**

## TERMS AND CONDITIONS

Order must be received, with payment, no later than 7 calendar days prior to the show start date. Orders received during the last week before the show date will be assessed a late fee of \$35. Returned check fee is \$35.

Phone lines and internet connections may not be shared or extended between booths unless approved in advance of show. Special pricing will apply. Call for rates.

No refunds after installation is made or show has started.

### LIMITATION OF LIABILITY

Pioneer Communications, Inc., and its suppliers or subcontractors will not be liable for any special or consequential damages or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use telephone, internet, and data networking services, separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not Pioneer Communications, Inc., or its suppliers or its subcontractors have been advised of the possibility of such damage or loss.

In no event shall liability exceed a refund of amount actually paid to Pioneer Communications, Inc., for telephone, internet, and data networking services.

### INTERNET SERVICE AND CIRCUITS

Pioneer Communications, Inc., does not provide a firewall, virus protection, or any other type of security for any circuit or internet connection. All means of protection are the responsibility of the Customer.

Pioneer Communications, Inc., will immediately terminate service if a Customer is found to be initiating virus attacks or engaging in illegal or disruptive behavior. This decision will be made at the sole discretion of Pioneer Communications, Inc., and no refund of fees will be made.

### AGREEMENT

This contract contains the entire understanding and agreements between Pioneer Communications and the Customer. There are no other representations, arrangements, understandings, or agreements, oral or written, between Pioneer Communications, Inc., and the Customer. By signing below, Customer agrees to be bound by the above terms and conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact **Pioneer Communications (614-475-0567)** ([Service@PioneerCommunications.Biz](mailto:Service@PioneerCommunications.Biz)) if you have any questions, comments, or need assistance in any way. We are always glad to help our customers and enjoy hearing from you. Thank you for your business.

**PIONEER COMMUNICATIONS**  
**CREDIT CARD PAYMENT**  
**AUTHORIZATION FORM**

COMPANY INFORMATION

Show Name \_\_\_\_\_ Show Date \_\_\_\_\_

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

CREDIT CARD BILLING INFORMATION

Name on Credit Card \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Credit Card Type (Circle One)     Visa     Mastercard

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ (MM / YY)

Credit Card Security Number (3 digit number, usually found on back of card.) \_\_\_\_\_

I acknowledge the above information is correct and that I am the authorized cardholder. I hereby authorize Pioneer Communications, Inc., to charge the above credit card for all charges incurred for the above named event.

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_