



1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# SHOW INFORMATION

## OK Athletic Directors Conf. 2019

Cox Convention Center, Ballroom C  
 June 10-11, 2019

**FOR EASY  
 ONLINE  
 ORDERING  
 PLEASE VISIT**

**[www.event1inc.net](http://www.event1inc.net)**

### Official Service Contractor

Event 1 Productions, Inc.  
 1601 S. 129th W. Ave.  
 Sand Springs, OK 74063  
 Phone: 918-245-8006  
 Fax: 918-245-8007  
 Email: mail@event1inc.net  
 Online: www.event1inc.net

### Show Location

Cox Convention Center, Ballroom C  
 1 Myriad Gardens  
 Oklahoma City, OK 73102

### Show Information

Backwall Drape: Black  
 Sidewall Drape: Black  
 Table Skirting: Black

### Single Booth Package (10'X10')

8' Back Drape and 3' Siderail  
 1-6' Skirted Table  
 2-Folding Chairs  
 1-Wastebasket  
 1-ID Sign (7'X36")

**Electricity is not provided with your booth package.  
 If you need electricity please see the PSAV forms attached to the email. The venue is carpeted.**

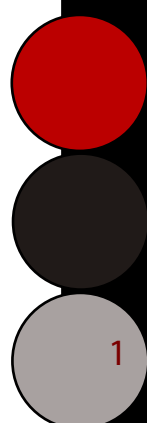
***At the close of the show, all exhibitor orders must be paid in full.  
 All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.***

### IMPORTANT DATES & TIMES:

***All dates are for 2019, unless otherwise noted. All times are Central Time.  
 Be sure to check all order forms for additional information and deadlines:***

<b>Discount Deadline (for orders received w/ payment):</b>	_____ <b>Mon May 27</b>	<b>by 4:30pm</b>
Advance Shipments may begin arriving at Warehouse:	_____ <b>Mon May 13</b>	
Advance Shipments will be accepted until:	_____ <b>Fri Jun 7</b>	by 4:30pm
Direct Shipments to Exhibit Site will ONLY be accepted:	_____ <b>Sun Jun 9</b>	12:00 - 8:00pm
	_____ <b>Mon Jun 10</b>	7:00 - 8:00am
Exhibitor Installation:	_____ <b>Sun Jun 9</b>	4:00 - 9:00pm
	_____ <b>Mon Jun 10</b>	7:00 - 8:00am
Show Hours:	_____ <b>Mon Jun 10</b>	8:00am - 5:00pm
	_____ <b>Tues Jun 11</b>	8:00am - 5:00pm
Exhibitor Dismantle:	_____ <b>Tues Jun 11</b>	5:00 - 8:00pm

Exhibitors using a non-official carrier will need to make their own arrangements for pickup. Please make sure that a company representative will be on-site to oversee the outbound shipment of your display and products. All exhibitor freight must be removed by 7:30pm on Tuesday, June 11 or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

[www.event1inc.net](http://www.event1inc.net)

# SHOW INFORMATION

## Shipping Addresses

### Advance Shipments to Warehouse

**Company Name & Booth #**  
 OK Athletic Directors Conf. 2019  
 C/O Event 1 Productions, Inc.  
 ABF  
 1117 E Grand Blvd  
 Oklahoma City, OK 73129

**Shipments should arrive between:**  
 May 13 to June 7 by 4:30pm

## Direct Shipments

### To Exhibit Site & for Pick-Up

**Company Name & Booth #**  
 OK Athletic Directors Conf. 2019  
 C/O Event 1 Productions, Inc.  
 Cox Convention Center - Ballroom C  
 1 Myriad Garden  
 Oklahoma City, OK 73102

**Shipments will be accepted only on:**  
 June 9 from 12:00 - 8:00pm  
 June 10 from 7:00 -8:00am  
**Shipment Pickups will be accepted until:**  
 June 11 by 7:30pm

All freight that is being delivered directly to the Cox Convention Center must be received on June 9 from 12:00 - 8:00pm or June 10 from 7:00 -8:00am. All freight deliveries sent directly to the facility will be received by Event 1 Productions, Inc. and are subject to Event 1 Productions, Inc. freight handling charges regardless of the consignee, as Event 1 Productions, Inc. is the official show contractor. If your freight arrives at the facility prior to the published freight receiving dates, it will not be accepted. All Freight into the OK Athletic Directors Conf. 2019 will require a material handling and payment form on file before arriving on show site as well as before freight will be released to exhibitors.

If you need any further assistance or have questions regarding your booth display needs, signs and banners, or other items needed that are not listed within the vendor packet please contact:

**Scott Cutten**, Exhibit Sales Manager  
 918-245-8006  
 918-695-5722  
[scutten@event1inc.net](mailto:scutten@event1inc.net)

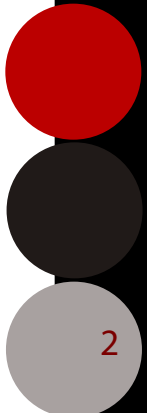
Steve McDonald, Event Manager  
 918-245-8006  
 918-521-1324  
[steve@event1inc.net](mailto:steve@event1inc.net)

We look forward to the opportunity to serve you and help Oklahoma Interscholastic Athletic Administrators Association make this year's event a great success!

Sincerely,

*Corbin H. Potter*

Director of Convention Services  
 Event 1 Productions, Inc.





1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

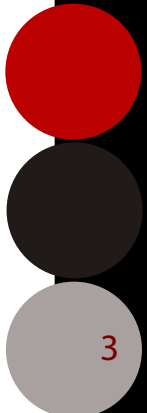
www.event1inc.net

# TABLE OF CONTENTS

*Event 1 Productions is committed to helping each exhibitor have a successful experience.*

## VENDOR PACKET CONTENTS

Standard Booth Furniture	4
Premium Booth Furniture	6
Professional Booth Cleaning Services	8
Audio/Visual Services	9
Custom Design/Banners & Signage	10
Custom Design Signage for Sale	12
Advanced Receiving Material Handling & Drayage Services	13
Direct Receiving Material Handling & Drayage Services	14
Outbound Shipping Services	15
Freight Carrier Information/Shipping Labels	16
Material Handling & Drayage Services Legal Information	19
Set Up & Tear Down Labor Services Rates	21
Notification of Intent to Use Nonofficial Service Contractors	22
Forklift Service and Rates	24
Payment Page	25





1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

[www.event1inc.net](http://www.event1inc.net)

# STANDARD BOOTH FURNITURE

Standard & Counter High Skirted Tables  
(6 ft. and 8 ft. Available)



Premium Folding  
Chair - Black



Padded Arm Chair

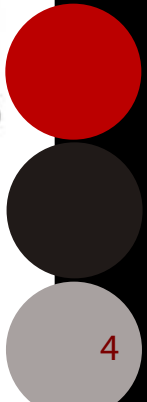
Counter  
High Stool



30" Lowboy &  
Highboy Tables



*Other styles available.  
Styles may vary due to availability.  
Payment information on following page.*





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# STANDARD BOOTH FURNITURE

PRICING INFORMATION

<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____		<b>Contact Person</b> _____
<b>Address</b> _____		<b>City, State, Zip</b> _____
<b>Telephone</b> _____		<b>Email Address</b> _____

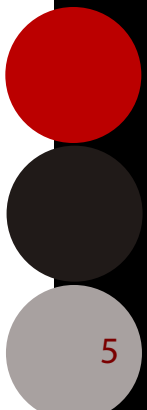
Item Description	Discount Rate	Standard Rate	Quantity	Total
Padded Arm Chair	\$40.00	\$50.00	_____	_____
Counter High Stool	\$50.00	\$60.00	_____	_____
Premium Folding Chairs (Black)	\$10.00	\$12.50	_____	_____
Wastebaskets	\$10.00	\$12.50	_____	_____
4' Table - Non-Skirted	\$55.00	\$65.00	_____	_____
4' Table - Skirted	\$70.00	\$85.00	_____	_____
6' Table - Non-Skirted	\$65.00	\$80.00	_____	_____
6' Table - Skirted	\$80.00	\$95.00	_____	_____
8' Table - Non-Skirted	\$75.00	\$90.00	_____	_____
8' Table - Skirted	\$90.00	\$105.00	_____	_____
Convert Provided Table to Counter Height	\$35.00	\$45.00	_____	_____
4' Counter High Table - Non-Skirted	\$65.00	\$80.00	_____	_____
4' Counter High Table - Skirted	\$80.00	\$95.00	_____	_____
6' Counter High Table - Non-Skirted	\$75.00	\$90.00	_____	_____
6' Counter High Table - Skirted	\$90.00	\$105.00	_____	_____
8' Counter High Table - Non-Skirted	\$85.00	\$100.00	_____	_____
8' Counter High Table - Skirted	\$100.00	\$120.00	_____	_____
60" Round with Linen	\$75.00	\$93.75	_____	_____
30" Lowboy Round with Spandex	\$60.00	\$70.00	_____	_____
30" Highboy Round with Spandex	\$80.00	\$95.00	_____	_____
Extra Table Skirts (Standard Size)	\$20.00	\$30.00	_____	_____
Extra Table Skirts (Counter Size)	\$30.00	\$40.00	_____	_____
Additional 3' Pipe & Drape	N/A	\$4.00 (per linear foot)	_____	_____
Additional 8' Pipe & Drape	N/A	\$6.00 (per linear foot)	_____	_____
Additional 16' Pipe & Drape	N/A	\$16.00 (per linear foot)	_____	_____

Discount Deadline: **Mon May 27, 2019 by 4:30pm**

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	_____
Sales Tax (8.625%)	_____
<b>TOTAL DUE</b>	_____

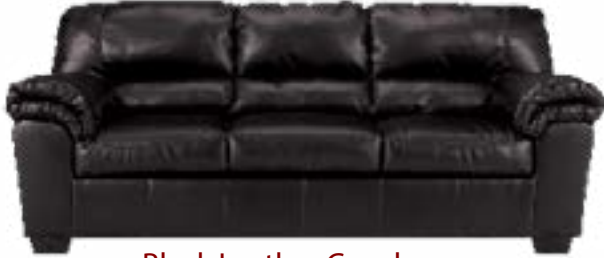




1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

www.event1inc.net

# PREMIUM BOOTH FURNITURE



Black Leather Couch



Black Leather Chair



Black Leather Loveseat

Tapered Counter  
(plain or w/custom graphic)



Black 6'x2'  
Gridwall



Adjustable T-Rack/  
Bag Holder

Presentation Board



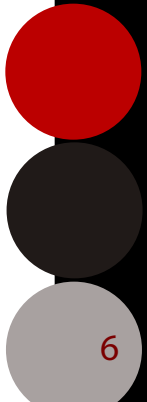
3'x6' Slat Wall



Tripod Easel



Literature Rack





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

# PREMIUM BOOTH FURNITURE

PRICING INFORMATION

[www.event1inc.net](http://www.event1inc.net)

<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

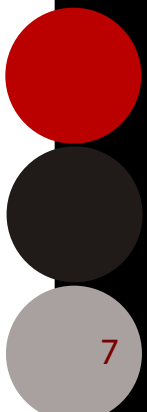
Item Description	Discount Rate	Standard Rate	Quantity	Total
Black Leather Couch	\$400.00	\$500.00	_____	_____
Black Leather Loveseat	\$300.00	\$375.00	_____	_____
Black Leather Chair	\$150.00	\$187.50	_____	_____
Coffee Table	\$65.00	\$81.25	_____	_____
End Table	\$45.00	\$56.25	_____	_____
8.5"x11" Literature Rack (60"H)	\$65.00	\$81.25	_____	_____
Aluminum Tripod Easel (60"H)	\$25.00	\$35.00	_____	_____
8'W x 4' H Presentation Board	\$150.00	\$187.50	_____	_____
Black 6' H x 2' W Gridwall	\$75.00	\$93.75	_____	_____
3' x 6' Silver Slat Wall	\$200.00	\$250.00	_____	_____
Adjustable T-Rack/Bag Holder	\$65.00	\$81.25	_____	_____
Tapered Counter (Plain)	\$200.00	\$250.00	_____	_____
<b>Tapered Counter w/Custom Graphic*</b>	\$250.00	\$312.50	_____	_____

\*If you are placing an order for this item, please see the below guidelines:

- If only using logo or already created graphic, art must be sent to [jennie@event1inc.net](mailto:jennie@event1inc.net) no later than FIVE BUSINESS DAYS before show sets up. Logos and graphics must be high-resolution and sent in either a JPG, PSD or EPS file. White background is preferred, black background will be an additional charge.
- If graphic needs to be created, a minimum of 1 graphic design hour will be added to your order (\$80/hr). Graphic elements need to be sent to [jennie@event1inc.net](mailto:jennie@event1inc.net) no later than TWO WEEKS prior to the show setting up.
- A proof will be sent to you, and it will be your responsibility to respond in a timely manner with approval to ensure printing is on time.

Discount Deadline: _____ <b>Mon May 27, 2019 by 4:30pm</b> _____
All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.
Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	_____
Sales Tax (8.625%)	_____
<b>TOTAL DUE</b>	_____





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# PROFESSIONAL CLEANING SERVICES

PRICING INFORMATION

<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____		<b>Contact Person</b> _____
<b>Address</b> _____		<b>City, State, Zip</b> _____
<b>Telephone</b> _____		<b>Email Address</b> _____

Event 1 Productions will vacuum the show floor once after the carpet is installed. Your exhibit area may, at times, need additional vacuuming after the show begins. Let us keep your booth looking sharp and clean.

Initial Vacuuming - Once before show opens:

Service Description	Discount Rate	Standard Rate	Quantity	Total
10' x 10' Exhibit Space	\$30.00	\$37.50	_____	_____
10' x 20' Exhibit Space	\$60.00	\$75.00	_____	_____
10' x 30' Exhibit Space	\$90.00	\$112.50	_____	_____
10' x 40' Exhibit Space	\$120.00	\$150.00	_____	_____

Pre-Show Exhibit Cleaning - Includes cleaning and dusting exhibit and furnishings once before show opens:

Service Description	Discount Rate	Standard Rate	Quantity	Total
10' x 10' Exhibit Space	\$40.00	\$50.00	_____	_____
10' x 20' Exhibit Space	\$80.00	\$100.00	_____	_____
10' x 30' Exhibit Space	\$120.00	\$150.00	_____	_____
10' x 40' Exhibit Space	\$160.00	\$200.00	_____	_____

Daily Vacuuming - Once each day of the show. Does **NOT** include the initial vacuuming:

Service Description	DAILY Discount Rate	DAILY Standard Rate	Quantity	# of Show Days	Total
10' x 10' Exhibit Space	\$25.00	\$31.25	_____	_____	_____
10' x 20' Exhibit Space	\$50.00	\$62.50	_____	_____	_____
10' x 30' Exhibit Space	\$75.00	\$93.75	_____	_____	_____
10' x 40' Exhibit Space	\$100.00	\$125.00	_____	_____	_____

Porter Services - Includes cleaning & dusting exhibit and furnishings, janitorial services, periodic removal of trash throughout show hours:

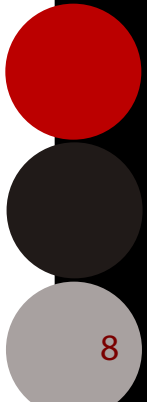
Service Description	DAILY Discount Rate	DAILY Standard Rate	Quantity	# of Show Days	Total
10' x 10' Exhibit Space	\$50.00	\$62.50	_____	_____	_____
10' x 20' Exhibit Space	\$75.00	\$93.75	_____	_____	_____
10' x 30' Exhibit Space	\$100.00	\$125.00	_____	_____	_____
10' x 40' Exhibit Space	\$125.00	\$156.25	_____	_____	_____

Discount Deadline: \_\_\_\_\_ **Mon May 27, 2019 by 4:30pm** \_\_\_\_\_

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

<b>TOTAL DUE</b> _____	_____
------------------------	-------







1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# AUDIO/VISUAL SERVICES

PRICING INFORMATION

<b>Show Name</b> _____	OK Athletic Directors Conf. 2019	<b>Show Dates</b> _____	June 10-11, 2019	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____			
<b>Address</b> _____	<b>City, State, Zip</b> _____			
<b>Telephone</b> _____	<b>Email Address</b> _____			



Item Description	Quantity	Discount Rate	Standard Rate	Total
32" Flat Panel Display w/Remote	_____	\$300.00	\$375.00	_____
43" Flat Panel Display w/Remote	_____	\$400.00	\$500.00	_____
55" Flat Panel Display w/Remote	_____	\$500.00	\$625.00	_____
65" Flat Panel Display w/Remote	_____	\$600.00	\$750.00	_____
Flat Panel Display Stand (Truss) & Mounting Bracket	_____	\$75.00	\$93.75	_____
DVD Player/Laptop Shelf for Display Stand	_____	\$25.00	\$35.00	_____
DVD Player	_____	\$40.00	\$50.00	_____
HDMI Cable (6')	_____	\$25.00	\$35.00	_____
Extension Cord (25')	_____	\$25.00	\$35.00	_____
Power Strip	_____	\$10.00	\$20.00	_____
<b>EXAMPLE:</b>				
32" Flat Panel Display	1	<del>X</del> \$300.00	<del>or</del> \$375.00	<del>=</del>

Discount Deadline: **Mon May 27, 2019 by 4:30pm**

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	_____
Sales Tax (8.625%)	_____
<b>TOTAL DUE</b>	_____





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# CUSTOM DESIGN/ BANNERS & SIGNAGE

5' x 11.5'



5' x 9.5'



5' x 6.5'



## GRAPHIC WALLS

- AFFORDABLE, *contact for pricing*
- Full Color, Full Custom
- Single or Double-sided
- Lightweight aluminum frame
- Stretch fabric graphic
- Portable
- Variety of widths
- Variety of heights up to 11.5'

**Purchase and RENT options available**



24"



\$48

24"



\$96

36"



\$108

42"



\$182

60"



\$280

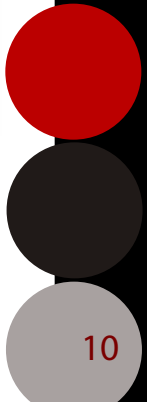


*example sizes and pricing for single-sided signage*

## FLEX STAND SIGNAGE

AFFORDABLE | Full Color, Full Custom | Single or Double-sided | Brushed aluminum frame  
 Flat white poly graphic material | Highly Portable | Variety of widths | Variety of heights up to 11.5'

**Purchase and RENT options available**





1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

[www.event1inc.net](http://www.event1inc.net)

## CUSTOM DESIGN / BANNERS & SIGNAGE

PRICING INFORMATION

### Custom Sizes and Designs:

In the print shop at Event 1 Productions, we are able to produce a WIDE variety of high quality banners and signs to meet your specific display needs. Let us know what you are wanting/need and we will deliver the eye-catching signage that will bring more people to your booth.

**All FLEX Stand Banner Printing is a flat rate of:**

**\$8.00 per sq.ft.\***

**\* NOTE:** Rental of the FLEX Stand hardware used to display ALL of our free-standing banners & signs AND labor to setup all of your banners & signs **IS INCLUDED** in this cost!

**Please call for pricing on Graphic Walls and all other custom displays or structures.**

Jennie Loucks or Scott Cutten  
918-245-8006

### **CUSTOM DESIGNED ARTWORK**

If you have a logo or theme, but need a "look" or "brand" for your show we can create that for you. Just share your ideas, any artwork you already have, and the message you wish to communicate and we can design some great options for your show. **Graphic Design fees will apply.** Already have your artwork? Great. Just submit it to us and we'll print for you. No design fees will apply.

### **ARTWORK DEADLINE**

We will need all applicable artwork submitted no less than 1 week before show setup (some exclusions apply). *We cannot guarantee delivery of signage if this deadline is not met. If late artwork submission can be accommodated, "RUSH" fees will apply.*

### **ACCEPTABLE FILE FORMATS**

Preferred files are Adobe Photoshop (.psd), Adobe Illustrator (.ai), Postscript Files (.eps), High Resolution Adobe PDF (.pdf), and High Resolution TIFF (.tif).

JPEG, GIF, and PNG image files are acceptable, but should be the highest resolution available. Lower resolution images will result in reduced image quality.

### **HOW TO SEND YOUR ARTWORK**

Email all artwork to [jennie@event1inc.net](mailto:jennie@event1inc.net) and indicate Exhibitor Name, Show Name, and dimensions of banner or sign.

If your file is too large to email you can upload it on our Event 1 home page ([www.Event1inc.net](http://www.Event1inc.net)). Click on the link at the bottom right labeled "Upload Files" and follow the directions. Place attention to Jennie Loucks and indicate Exhibitor Name, Show Name, and dimensions of banner or sign. We also utilize Dropbox if that is an easier option for you.

**Have any more questions about banners and signs? Need help uploading files?  
Need advice on how to make the "look" of your show engaging to your target?**

We're Here to Help... 918.245.8006 | [jennie@event1inc.net](mailto:jennie@event1inc.net)



1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

www.event1inc.net

WE HAVE WHAT YOU NEED

# MAKE THE MOST OF YOUR EXHIBIT SPACE!

Event 1 has all the items that can make your company

**\* STAND OUT \***

from the crowd at this year's show!

Contact **Scott Cutten** at (918) 245-8006 or [scutten@event1inc.net](mailto:scutten@event1inc.net) to discuss more than **1,000** exhibit display products for sale and for rent!



Retractable Banner Stands | Table Throws

Ceiling Hanging Signs | Literature Racks

Table Top Displays | Pop Up Displays

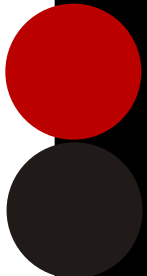
Feather & Teardrop Flags | Light Boxes

Modular Displays | Panel Displays

Showcases | Display Accessories

Outdoor Signs | iPad Display Stands

and much, MUCH more...





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# ADVANCED RECEIVING MATERIAL HANDLING & DRAYAGE SERVICES

PRICING INFORMATION

<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

**Material Handling & Drayage Services**

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

**Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. *There will be a service fee of \$0.25 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.***

Material Handling Rates per 100 lbs.			
Straight Time on In & Out	Straight Time and Overtime	Overtime 2-Way	Estimated Weight of Shipment
ST: M-F: 8am - 5pm	ST: M-F 8am-5pm, OT: M-F 5pm-8am, All Day Sat-Sun	OT: M-F 5pm - 8am All Day Sat-Sun	_____
<b>\$75.00</b>	<b>\$85.00</b>	<b>\$95.00</b>	<b>100 lbs minimum</b>

I will be shipping to:

**The Advanced Receiving Warehouse. (Use label provided in the following pages.)**

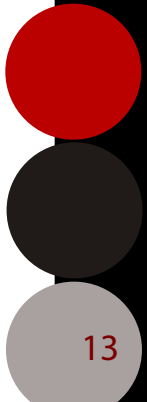
Receiving Dates are: May 13 - June 7 by 4:30pm

*if you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Scott Cutten @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of \$0.25 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.*

**By signing below you authorize Event 1 Productions to handle any freight sent to the show from your company.**

<b>AUTHORIZED REPRESENTATIVE (SIGNATURE)</b> _____	
<b>AUTHORIZED REPRESENTATIVE (PRINT PLEASE)</b> _____	<b>DATE</b> _____
<b>CONTACT (PLEASE PRINT)</b> _____	
<b>MOBILE PHONE #</b> _____	<b>OFFICE PHONE #</b> _____

Sub-Total	_____
Fuel Surcharge (4% of Sub-Total)	_____
<b>TOTAL DUE</b>	_____





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# DIRECT RECEIVING MATERIAL HANDLING & DRAYAGE SERVICES

PRICING INFORMATION

<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

**Material Handling & Drayage Services**

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

**Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. *There will be a service fee of \$0.25 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Productions' warehouse.***

Material Handling Rates per 100 lbs.			
<b>Straight Time on In &amp; Out</b>  ST: M-F: 8am - 5pm	<b>Straight Time and Overtime</b>  ST: M-F 8am-5pm, OT: M-F 5pm-8am, All Day Sat-Sun	<b>Overtime 2-Way</b>  OT: M-F 5pm - 8am All Day Sat-Sun	<b>Estimated Weight of Shipment</b>  _____
<b>\$65.00</b>	<b>\$75.00</b>	<b>\$85.00</b>	<b>100 lbs minimum</b>

I will be shipping directly to:

**The Venue hosting the event. (Use label provided in the following pages.)**

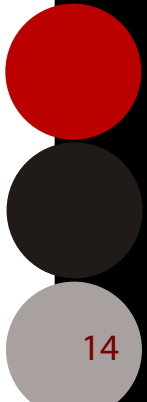
Receiving Dates are: June 9 from 12:00 - 8:00pm, June 10 from 7:00 - 8:00am

*If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Scott Cutten @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of \$0.25 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.*

**By signing below you authorize Event 1 Productions to handle any freight sent to the show from your company.**

<b>AUTHORIZED REPRESENTATIVE (SIGNATURE)</b> _____	
<b>AUTHORIZED REPRESENTATIVE (PRINT PLEASE)</b> _____	<b>DATE</b> _____
<b>CONTACT (PLEASE PRINT)</b> _____	
<b>MOBILE PHONE #</b> _____	<b>OFFICE PHONE #</b> _____

Sub-Total	_____
Fuel Surcharge (4% of Sub-Total)	_____
<b>TOTAL DUE</b>	_____





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# OUTBOUND SHIPPING SERVICES

PRICING INFORMATION

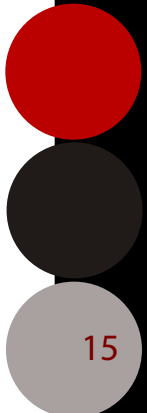
<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

**Additional Packaging Options for Outbound Shipments**

Outbound freight will be delivered to the loading dock from your booth. If you wish to have extra packaging services for your outbound freight, a representative **MUST** be on site for supervision of freight packaging.

Item Description	Standard Rate	Quantity	Total
Banding Service (1/2 in. Steel) (per unit)	\$45.00	_____	_____
Shrinkwrap (per pallet)	\$50.00	_____	_____

<b>TOTAL DUE</b>	_____
------------------	-------





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

[www.event1inc.net](http://www.event1inc.net)

# FREIGHT CARRIER INFORMATION

All advanced shipment freight will be received at the ABF warehouse and transported to the venue. After the show an Event 1 Productions representative will be available to help make shipping arrangements out of the show using ABF.

If you have an account or would like to use a carrier other than ABF, please make arrangements to have all shipments dropped off and picked up from the venue within the time frames listed on page 1. Event 1 Productions will not be responsible for third-party carriers who fail to pick-up freight within the allotted pick-up time. *Exhibitors who do not pay for material handling are responsible for getting freight from the loading dock to their assigned booth space and back to the loading dock at the end of the show.*

## Official Carrier



[www.abfs.com](http://www.abfs.com)

**Phone:** 1-800-654-7019

**Email:** [tradeshows@freight.abf.com](mailto:tradeshows@freight.abf.com)

(See the following page for Order Request Form)

## Third-Party Shipping



[www.ups.com](http://www.ups.com)

**Email:** [customer.service@ups.com](mailto:customer.service@ups.com)

**UPS Ground** 1-800-742-5877

**UPS Freight**

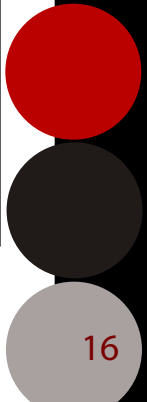
Less than Truck (>150 lbs)	1-800-333-7400
Truckload (>12,000 lbs)	1-888-682-4652
Air Freight (>150 lbs)	1-800-443-6379



[www.fedex.com](http://www.fedex.com)

**FedEx Express/Ground** 1-800-463-3339

**FedEx Freight** 1-866-393-4585





# REQUEST FOR INFORMATION

## ABF FREIGHT<sup>SM</sup> • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Dates \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Estimated Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information?  Yes  No

**If you are faxing this form**, please print a copy, complete the requested information, and then fax to **479.785.8701**.

**If you are completing electronically**, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048

**SUBMIT**

**800-654-7019**

tradeshow@freight.abf.com | abf.com



1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

# FREIGHT / SHIPPING LABELS

[www.event1inc.net](http://www.event1inc.net)

Place exhibitor name & booth number on top line.

▼

Company	Booth Number
<b>OK ATHLETIC DIRECTORS CONF. 2019</b>	
C/O EVENT 1 PRODUCTIONS, INC.	
ABF	
1117 E GRAND BLVD	
OKLAHOMA CITY, OK 73129	



Advanced Receiving




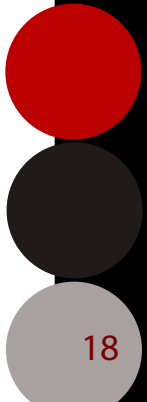
Place Exhibitor Name & Booth Number on Top Line.

▼

Company	Booth Number
<b>OK ATHLETIC DIRECTORS CONF. 2019</b>	
C/O EVENT 1 PRODUCTIONS, INC.	
COX CONV. CENTER - BLLRM C	
1 MYRIAD GARDEN	
OKLAHOMA CITY, OK 73102	



Direct Shipment



1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

[www.event1inc.net](http://www.event1inc.net)

## MATERIAL HANDLING & DRAYAGE SERVICES

PAGE 1 OF 2

### **Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below:**

1. Event 1 Productions shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Event 1 Productions shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth. Event 1 Productions shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.
3. Bills of lading covering outgoing shipments which are furnished to Event 1 Productions by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Event 1 Productions shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Event 1 Productions by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Event 1 Productions shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Event 1 Productions shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Event 1 Productions is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Event 1's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Event 1 Productions within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Event 1 Productions or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Event 1 Productions for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Event 1 Productions assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Event 1 Productions labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Event 1 will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.



1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

[www.event1inc.net](http://www.event1inc.net)

## MATERIAL HANDLING & DRAYAGE SERVICES

PAGE 2 OF 2

11. In order to expedite removal of materials, Event 1 Productions shall have authority, without further clearance from exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors.
13. Payment for all labor and services will be the responsibility of the exhibitor.
14. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Event 1 Productions relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Event 1 Productions for Drayage or any other services provided by Event 1 Productions as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Event 1 Productions at the close of the show for all such charges, and they further agree that any claim they may have against Event 1 Productions shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
15. At the close of the show, all exhibitor orders must be paid in full. **All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.**
16. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the venue, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition. ***There will be a service fee of \$0.25 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.***
17. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
18. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Event 1 Productions is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Event 1 Productions hereunder are based on the value of the material handling services and the scope of Event 1 Productions liability as set forth above.



1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# SET UP & TEAR DOWN LABOR SERVICE RATES

PRICING INFORMATION

<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____		<b>Contact Person</b> _____
<b>Address</b> _____		<b>City, State, Zip</b> _____
<b>Telephone</b> _____		<b>Email Address</b> _____

## Labor Rates (1 Hour Minimum on ALL Labor Service Orders)

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon -Fri	\$65
Overtime:	6:00am - 8:00am	Mon -Fri	\$97.50
Overtime:	5:00pm - 12:00am	Mon -Fri	\$97.50
Overtime:	Entire Day(s)	Sat - Sun	\$97.50
Double Time:	12:00am - 6:00am	Everyday	\$130.00
Double Time:	Entire Day(s)	Holidays	\$130.00

## Booth Description

Type of Display                      Portable Booth                      Custom Booth                      Table Top Display                      Other

Please Indicate the Set Up & Tear Down options that best fit your needs:

Option #1: Set up and tear down with supervision by an exhibitor representative.

	Date Needed	Time Needed	# of Persons	Hrs Per Person	Rate	Total Hrs	Total
Set Up Labor:	_____	_____	_____	_____	_____	_____	_____
Tear Down Labor:	_____	_____	_____	_____	_____	_____	_____

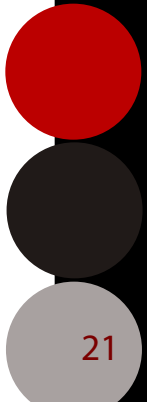
Option #2: Set up and tear down with supervision by Event 1 Productions:

	# of Persons	Hrs per Person	Rate	Total Hrs	Supervision (25%)	Total
Set Up Labor:	_____	_____	_____	_____	_____	_____
Tear Down Labor:	_____	_____	_____	_____	_____	_____

**NOTE:**

- Please include all necessary directions for displays, including pictures, renderings, etc.
- Exhibitors are responsible for checking with Event 1 Productions at the service desk to check labor out & in.
- Only 8:00am labor calls can be guaranteed during vendor move-in, but are subject to lift availability (if required).

<b>TOTAL DUE</b>	_____
------------------	-------





1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

## NOTIFICATION OF INTENT TO USE NONOFFICIAL SERVICE CONTRACTORS

<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

Exhibitors who plan to have an exhibit service firm (other than the official service contractor) unpack, erect, assemble, dismantle and pack displays/equipment must abide by the following:

1. Notify Event 1 Productions by the deadline date indicating the following:

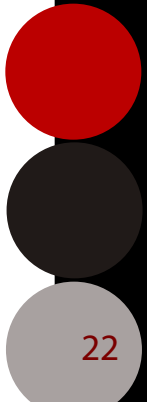
Name of Service Firm: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Cell # (in case of emergency): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

2. Nonofficial contractors must submit proof of adequate insurance, in the form of an original policy rider listing Event 1 Productions as an additional insured, furnished by their broker to Event 1 Productions office no later than 30 days in advance of the first day of the show. This must include a copy of your worker's compensation insurance policy.
3. All booth personnel must be properly badged at show site.
4. Refer to the "Official Service Contractors and Exhibitor Appointed Contractors" guidelines for additional requirements.

If the exhibiting company fails to comply with any or all of the above, the nonofficial contractor will not be permitted to service your exhibit, and Event 1 Productions must be hired for installation and dismantle labor. The Nonofficial Contractor will be able to provide supervision only.

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Must be received by: Monday, May 27, 2019 by 4:30pm**





1601 South 129th West Avenue  
Sand Springs, OK 74063  
T: 918.245.8006  
F: 918.245.8007  
E: mail@event1inc.net

## OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

[www.event1inc.net](http://www.event1inc.net)

**Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed official service contractors to perform and provide necessary services and equipment.**

Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all exhibitors according to the need,
- Provide sufficient labor to satisfy the requirements of exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

- The exhibitor must notify show management in writing and Event 1 Productions of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The exhibitor shall provide evidence that the exhibitor appointed contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and workers' compensation naming Event 1 Productions as additional insured, to show management and Event 1 Productions at least 30 days before the show opening.
- The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor must have all business licenses, permits and workers' compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide show management with evidence of compliance.
- The exhibitor appointed contractor will share with Event 1 Productions all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.
- The exhibitor appointed contractor must furnish show management and Event 1 Productions with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management.
- The exhibitor appointed contractor shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
- The exhibitor appointed contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
- The exhibitor appointed contractor shall provide, if requested, evidence to Event 1 Productions that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Event 1 Productions. The exhibitor appointed contractor must coordinate all of its activities with Event 1 Productions.
- For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

www.event1inc.net

# FORKLIFT SERVICES

PRICING INFORMATION

<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____	<b>Contact Person</b> _____	
<b>Address</b> _____	<b>City, State, Zip</b> _____	
<b>Telephone</b> _____	<b>Email Address</b> _____	

### Forklift Service Rates

(1 Hour Minimum on ALL Forklift Service Orders)

	<b>Time</b>	<b>Days</b>	<b>Rate</b>
Straight Time:	8:00am - 5:00pm	Mon -Fri	\$90.00
Overtime:	6:00am - 8:00am	Mon -Fri	\$125.00
Overtime:	5:00pm - 12:00am	Mon -Fri	\$125.00
Overtime:	Entire Day(s)	Sat - Sun	\$125.00
Double Time:	12:00am - 6:00am	Everyday	\$180.00
Double Time:	Entire Day(s)	Holidays	\$180.00

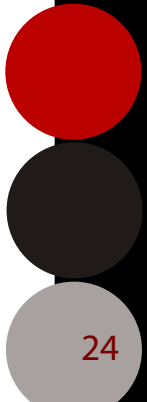
### Forklift Service Options:

	<b>Date Needed</b>	<b>Time Needed</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Set Up Forklift Service:	_____	_____	_____	_____	_____
Tear Down Forklift Service:	_____	_____	_____	_____	_____

### NOTE:

- Exhibitors are responsible for checking with Event 1 Productions at the service desk for Forklift Services in and out.
- Only 8:00am Forklift Service calls can be guaranteed during vendor move-in.

<b>TOTAL DUE</b>	_____
------------------	-------







1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007  
 E: mail@event1inc.net

## PAYMENT TERMS & POLICIES

www.event1inc.net

<b>Show Name</b> _____ OK Athletic Directors Conf. 2019 _____	<b>Show Dates</b> _____ June 10-11, 2019 _____	<b>Booth #</b> _____
<b>Company</b> _____		<b>Contact Person</b> _____
<b>Address</b> _____		<b>City, State, Zip</b> _____
<b>Telephone</b> _____		<b>Email Address</b> _____

Products/Services Ordered	Prices	
<b>Authorized Representative Signature</b>  _____	Sub-Total:	\$ _____
	Taxes (8.625%):	\$ _____
	Total Surcharges:	\$ _____
	<b>TOTAL:</b>	\$ _____

### PAYMENT TERMS & POLICIES

All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Orders received in full (including applicable sales taxes) before or on the discount deadline date will receive the discount price rate. Event 1 Productions will accept Personal and Company Checks, VISA, MasterCard, Discover and American Express. If ordering with a Purchase Order (PO#), please call Event 1 Productions to arrange payment schedule. Exhibitors must call the Event 1 Productions' office prior to the discount deadline date for authorization of a PO to be eligible for the discount deadline. If Event 1 Productions receives a Purchase Order without directly communicating with the exhibitor/company, the discount price will not apply.

All orders received after the discount deadline date and time will receive standard pricing. All payments are due in advance. Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. All orders received on show site will be priced at the standard rates. All on-site orders must make payment at the time of the order and before the service is rendered. **At the close of the show, all exhibitor orders must be paid in full. All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.**

All credit cards that are denied will have an additional \$75.00 re-processing fee (\$150.00 if not handled before the close of the show, and if the order was placed on show site).

**REFUNDS: Questions regarding refunds should be brought to the service desk at the show site, if possible. If not, you have 14 days after the show's end date to request a refund.**

METHOD OF PAYMENT		
Company Check	Credit Card	Other: _____
<b>Authorized Representative Signature</b> _____	<b>Print Name Please</b> _____	<b>Date</b> _____

CREDIT CARD AUTHORIZATION / COMPANY INFORMATION					
<b>Type of Card:</b>	VISA	MasterCard	American Express	Discover	<b>Total Amount Charged \$</b> _____
<b>Card Number</b> _____			<b>Expiration Date</b> _____		
<b>Card Member Name (Please Print)</b> _____			<b>Signature</b> _____		
<b>Card Member Address</b> _____					
<b>City, State, Zip Code</b> _____			<b>Telephone Number</b> _____		
<b>Send Receipt To:</b> _____			<b>At: email, address, fax #</b> _____		

***Thank you for your business.  
 Please let us know if there is anything more we  
 can do to make your event a success.  
 We look forward to working with you again!***

The Event 1 Team

Sub-Total	_____
Sales Tax (8.625%)	_____
Total Surcharges	_____
<b>TOTAL DUE</b>	_____

