



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

Locke Supply Co. Trade Show

State Fair Park, Bennett Building, OKC Fairgrounds
 April 3 - 4, 2020

**FOR EASY
 ONLINE
 ORDERING
 PLEASE VISIT**

www.event1inc.net

Official Service Contractor

Event 1 Productions, Inc.
 1601 S. 129th W. Ave.
 Sand Springs, OK 74063
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Show Location

State Fair Park, Bennett Building
 3101 Gordon Cooper Blvd
 Oklahoma City, OK 73107

Show Information

Backwall Drape: Black/Red/Black
 Sidewall Drape: Black/Red
 Table Skirting: Black/Red

Single Booth Package (10'X10')

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

Electricity is provided with your booth package. If you need 220V electricity please contact Locke Supply. The venue is not carpeted. Please order online or refer to page 8 for carpet rental services.

At the close of the show, all exhibitor orders must be paid in full.

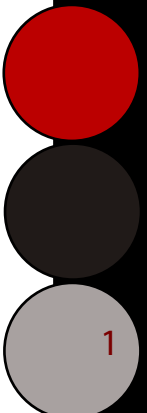
All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.

IMPORTANT DATES & TIMES:

**All dates are for 2020, unless otherwise noted. All times are Central Time.
 Be sure to check all order forms for additional information and deadlines:**

Discount Deadline (for orders received w/ payment):	Fri Mar 20	by 4:30pm
Exhibitor Installation:	Thurs Apr 2	9:00am - 5:00pm
Show Hours:	Fri Apr 3 Sat Apr 4	9:00am - 5:00pm 8:00am - 3:00pm
Exhibitor Dismantle:	Sat Apr 4	4:00 - 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 7:00pm on Apr 4 or it will be forced out through a common parcel carrier to the exhibiting company within 10 business day.





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STANDARD BOOTH FURNITURE

PRICING INFORMATION

Show Name <u>Locke Supply Co. Trade Show</u>	Show Dates <u>Apr 3 - 4, 2020</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

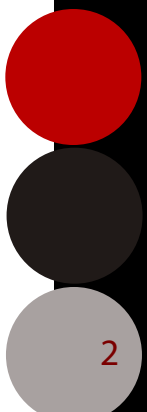
Item Description	Discount Rate	Standard Rate	Quantity	Total
Padded Arm Chair	\$40.00	\$50.00	___	_____
Counter High Stool	\$50.00	\$60.00	___	_____
Premium Folding Chairs (Black)	\$10.00	\$12.50	___	_____
Wastebaskets	\$10.00	\$12.50	___	_____
4' Table - Non-Skirted	\$55.00	\$65.00	___	_____
4' Table - 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: **Friday, March 20, 2020 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%)	_____
TOTAL DUE	_____





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PREMIUM BOOTH FURNITURE

PRICING INFORMATION

Show Name <u>Locke Supply Co. Trade Show</u>	Show Dates <u>Apr 3 - 4, 2020</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

Item Description	Discount Rate	Standard Rate	Quantity	Total
8.5"x11" Literature Rack (60"H)	\$65.00	\$81.25	_____	_____
Aluminum Tripod Easel (60"H)	\$25.00	\$35.00	_____	_____
Adjustable T-Rack/Bag Holder	\$65.00	\$81.25	_____	_____



Adjustable T-Rack/
Bag Holder



Tripod Easel



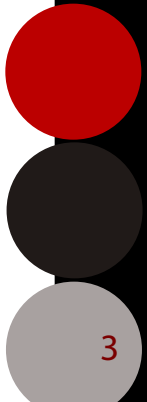
Literature Rack

Discount Deadline: _____

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QUALITY RENTAL CARPET

PRICING INFORMATION

Show Name <u>Locke Supply Co. Trade Show</u>	Show Dates <u>Apr 3 - 4, 2020</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

Please be sure to indicate your carpet color choice. The color choices are coordinated with the event colors. Vendors are encouraged to stay within those colors. ***If you do not choose a carpet color, the official show color will be used in your booth space.***

NOTES: - If you will require extension cords to be run under the carpet and booth padding, an electrical layout will be required.

_____ Run extension cord under my carpet.

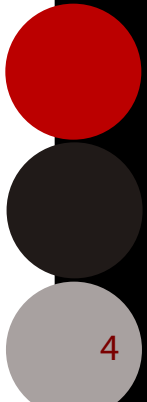
Carpet Options	Star Color Option		Discount Rate	Standard Rate	Quantity	Total
	Black	Tuxedo				
10' x 10' Carpeting			\$90.00	\$110.00	_____	_____
10' x 10' Carpet Padding			\$50.00	\$60.00	_____	_____
10' x 10' Visqueen Plastic Cover			\$40.00	\$50.00	_____	_____
10' x 20' Carpeting			\$180.00	\$220.00	_____	_____
10' x 20' Carpet Padding			\$100.00	\$120.00	_____	_____
10' x 20' Visqueen Plastic Cover			\$80.00	\$100.00	_____	_____
10' x 30' Carpeting			\$270.00	\$330.00	_____	_____
10' x 30' Carpet Padding			\$150.00	\$180.00	_____	_____
10' x 30' Visqueen Plastic Cover			\$120.00	\$150.00	_____	_____
10' x 40' Carpeting			\$360.00	\$440.00	_____	_____
10' x 40' Carpet Padding			\$200.00	\$240.00	_____	_____
10' x 40' Visqueen Plastic Cover			\$160.00	\$200.00	_____	_____
10' x 50' Carpeting			\$450.00	\$550.00	_____	_____
10' x 50' Carpet Padding			\$250.00	\$300.00	_____	_____
10' x 50' Visqueen Plastic Cover			\$200.00	\$250.00	_____	_____

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Sales Tax (8.625%)	_____
TOTAL DUE	_____





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PAYMENT TERMS & POLICIES

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Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

METHOD OF PAYMENT

Company Check	Credit Card	Other: _____
Authorized Representative Signature _____	Print Name Please _____	Date _____

CREDIT CARD AUTHORIZATION / COMPANY INFORMATION

Type of Card:	VISA	MasterCard	American Express	Discover
Card Number _____	Expiration Date _____			
Card Member Name (Please Print) _____			Signature _____	
Card Member Address _____				
City, State, Zip Code _____			Telephone Number _____	
Send Receipt To: _____			At: email, address, fax # _____	

Prices	
Sub-Total:	\$ _____
Taxes (8.625%)	\$ _____
Total Surcharges:	\$ _____
TOTAL:	\$ _____

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.

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

