



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

Oklahoma Library Association Annual Conference 2022

Hyatt Regency Tulsa Hotel
 March 10-11, 2022

**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
 Phone: 918-245-8006
 Fax: 918-245-8007
 Email: mail@event1inc.net
 Online: www.event1inc.net

Show Location

Hyatt Regency - Tulsa Ballroom
 100 E. 2nd St.
 Tulsa, OK 74103

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")

The ballroom has carpeted floors. Electricity is not provided with your booth package.

If you need electricity for your booth, you'll need to order it through the Oklahoma Library Association office.

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.

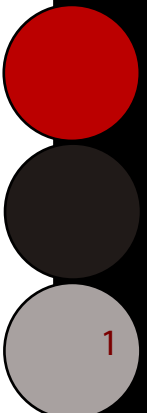
IMPORTANT DATES & TIMES:

All dates are for 2022, 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):	_____ Feb 25	by 4:30pm
Advance Shipments may begin arriving at Warehouse:	_____ Feb 16	
Advance Shipments will be accepted until:	_____ March 7	by 4:30pm
Exhibitor Installation:	_____ March 9	12:00pm-5:00pm
Show Hours	_____ March 10	8:00am-5:00pm
	_____ March 11	8:00am-12:00pm
Exhibitor Dismantle:	_____ March 11	12:00pm-4:00pm

Exhibitors must 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 6:00pm on March 11th or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.





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SHOW INFORMATION

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Shipping Addresses

Advance Shipments to Warehouse

Company Name & Booth

OK Library Assoc Annual Conf 2022
C/O Event 1 Productions, Inc.
1601 S. 129th W. Ave
Tulsa, OK 74107

Shipments should arrive between:

Feb 16th and March 7th before 4:30pm

All freight into the Oklahoma Library Association Annual Conference 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

Steve McDonald, Event Manager

918-245-8006

918-521-1324

steve@event1inc.net

We look forward to the opportunity to serve you and help The Oklahoma Library Association make this year's annual conference a tremendous success!

Sincerely,

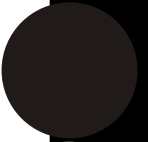
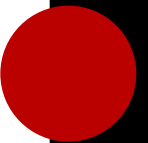
Corbin H. Potter

Director of Convention Services

Event 1 Productions, Inc.

1601 S. 129th W. Ave

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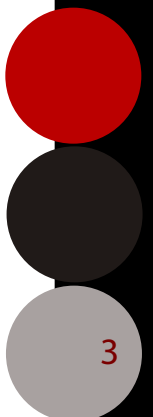
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Event 1 Productions is committed to helping each exhibitor have a successful experience.

VENDOR PACKET CONTENTS

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STANDARD BOOTH FURNITURE

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



Premium Folding
Chair - Black



Padded Arm Chair

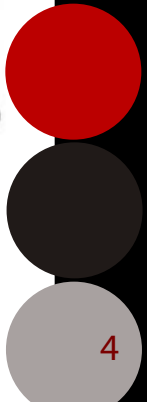
Counter
High Stool



30" Lowboy &
Highboy Tables



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





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STANDARD BOOTH FURNITURE

PRICING INFORMATION

Show Name <u>OK Library Assoc. Annual Confer. 2022</u>	Show Dates <u>March 10-11, 2022</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

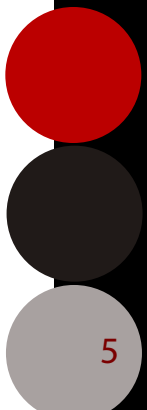
Item Description	Discount Rate	Standard Rate	Quantity	Total
Padded Arm Chair	\$40.00	\$50.00	___	_____
Counter High Stool	\$50.00	\$60.00	___	_____
Premium Folding Chairs (Black)	\$10.00	\$12.50	___	_____
Wastebaskets	\$10.00	\$12.50	___	_____
4' Table - Non-Skirted	\$55.00	\$65.00	___	_____
4' Table - 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: Wednesday, February 9, 2022 by 4:30pm

All charges 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 (8.517%)	_____
TOTAL DUE	_____

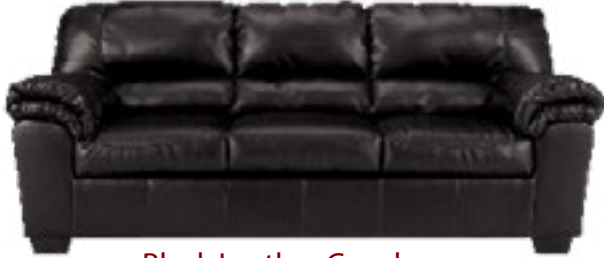




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PREMIUM BOOTH FURNITURE



Black Leather Couch



Black Leather Chair



Black Leather Loveseat



Presentation Board



3'x6' Slat Wall



Tripod Easel

Tapered Counter
(plain or w/custom graphic)



Black 6'x2'
Gridwall



Adjustable T-Rack/
Bag Holder



Literature Rack





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PREMIUM BOOTH FURNITURE

PRICING INFORMATION

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

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	_____	_____
Tapered Counter w/Custom Graphic*	\$250.00	\$312.50	_____	_____

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

- If you're only using a logo or already created graphic, art must be sent to Steve@event1inc.net no later than **TEN 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. A black background will incur an additional charge.
- If a 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 Steve@event1inc.net no later than **FOUR 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.

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Sales Tax (8.517%)	_____
TOTAL DUE	_____





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AUDIO/VISUAL SERVICES

PRICING INFORMATION

Show Name <u>OK Library Assoc. Annual Confer. 2022</u>	Show Dates <u>March 10-11, 2022</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	



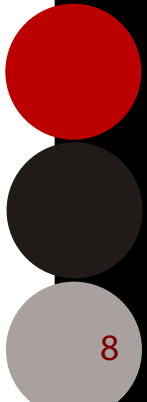
Item Description	Quantity	Discount Rate	Standard Rate	Total
32" Flat Panel Display w/Remote	_____	\$300.00	\$375.00	_____
43" Flat Panel Display w/Remote	_____	\$400.00	\$500.00	_____
55" Flat Panel Display w/Remote	_____	\$500.00	\$625.00	_____
65" Flat Panel Display w/Remote	_____	\$600.00	\$750.00	_____
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	_____
EXAMPLE:				
32" Flat Panel Display	1	X \$300.00	or \$375.00	=

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Sub-Total	_____
Sales Tax (8.517%)	_____
TOTAL DUE	_____





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FREIGHT FAQs

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- **Option 1:** Advance Shipping is sending your materials, up to 30 days prior to the event, to our advance warehouse (ABF Freight in Tulsa for Tulsa shows or ABF Freight in Oklahoma City for shows in Oklahoma City, Norman, Edmond or Enid). They'll store your freight and then deliver it to the show venue during the Event 1 Productions move-in date. The advantages of sending your freight in advance are knowing it has arrived and knowing it'll be in your booth when you arrive to set up.
- **Option 2:** Direct Shipping is sending your materials directly to the show site during the designated move-in times. There is some risk involved with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your items.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING/DRAYAGE AND SHIPPING?

- **Material handling/drayage** includes receiving your freight, unloading your exhibit materials from the carrier's delivery vehicle, storage for up to 30 days at the advance receiving warehouse, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to your booth at the end of the show) and removal of your packed materials from your exhibit booth for reloading onto your outbound carrier of choice. This charge does NOT include the cost of shipping your freight on to its next destination.
- **Shipping** is the means by which shipments are transported via your company's carrier of choice (UPS, FedEx, etc.) to and from the event location.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging a shipment of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its next destination.

WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

- You may use any carrier your company chooses. However, it is your responsibility to contact and make all pickup arrangements. Event 1 Productions cannot guarantee that other carriers will show up to pick up your shipment. We also do not provide outside carrier shipping documents and/or labels.

WHAT ARE THE MOVE-OUT PROCEDURES?

- A completed bill of lading is required on ALL outbound shipments and your booth must be packed, labeled and ready to be shipped. **You must make prior pickup arrangements with your company's carrier of choice.** If your carrier fails to show up, your outbound freight shipment will be returned to the Event 1 Productions warehouse and force-shipped out on our preferred carrier at the exhibitor's expense. Such shipments will be assessed a service fee of \$.25 per pound with a 100 pound minimum (\$25 minimum charge). An Event 1 Productions representative will be available at the show site during move-out to help answer any questions.

*If you have any additional questions, call us at 918-245-8006 or email Steve@event1inc.net.
Thanks for using Event 1 Productions!*



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 Sand Springs, OK 74063
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 F: 918.245.8007
 E: mail@event1inc.net

www.event1inc.net

ADVANCED RECEIVING MATERIAL HANDLING & DRAYAGE SERVICES

PRICING INFORMATION

Show Name <u>OK Library Assoc. Annual Confer. 2022</u>	Show Dates <u>March 10-11, 2022</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

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 ST: M-F: 8am - 5pm	Straight Time and Overtime ST: M-F 8am-5pm, OT: M-F 5pm-8am, All Day Sat-Sun	Overtime 2-Way OT: M-F 5pm - 8am All Day Sat-Sun	
\$75.00	\$85.00	\$95.00	100 lbs minimum

I will be shipping to:

The Advanced Receiving Warehouse. (Use labels provided on page 15.)

Receiving Dates are: Feb 7 - March 4 by 4:30pm (CST)

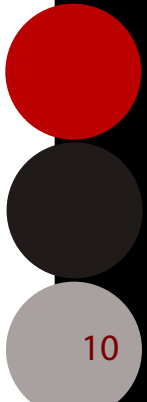
if you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Scott Cutten @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of \$0.25 per pound, with a minimum of 100 lbs. After 10 days if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

Estimated Weight of Shipment

By signing below, you authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.

AUTHORIZED REPRESENTATIVE (SIGNATURE)	
AUTHORIZED REPRESENTATIVE (PRINT PLEASE)	DATE
CONTACT (PLEASE PRINT)	
MOBILE PHONE #	OFFICE PHONE #

Sub-Total	_____
Fuel Surcharge (4% of Sub-Total)	_____
TOTAL DUE	_____





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OUTBOUND SHIPPING SERVICES

PRICING INFORMATION

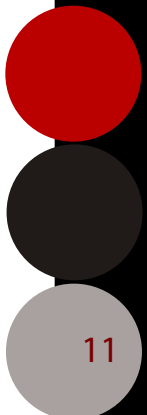
Show Name <u>OK Library Assoc. Annual Confer. 2022</u>	Show Dates <u>March 10-11, 2022</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

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
Shrinkwrap (per pallet)	\$50.00	_____	_____

TOTAL DUE	_____
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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 answer any shipment questions.

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.*

*Event 1 Productions does **NOT** handle/schedule any shipments. These freight carriers are recommended carriers only. Exhibitors must make individual arrangements for both inbound and outbound shipping.*

Official Carrier



www.abfs.com

Phone: 1-800-654-7019

Email: tradeshow@freight.abf.com

(See the following page for Order Request Form)

Third-Party Shipping



www.ups.com

Email: 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

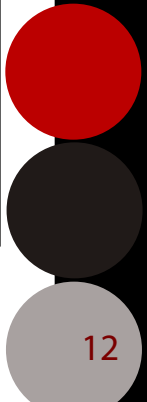
Air Freight (>150 lbs) 1-800-443-6379



www.fedex.com

FedEx Express/Ground 1-800-463-3339

FedEx Freight 1-866-393-4585



REQUEST FOR INFORMATION

ABF FREIGHTSM • 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 _____

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

800-654-7019

tradeshow@freight.abf.com | abf.com



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FREIGHT / SHIPPING LABELS

Place exhibitor name & booth number on top line.

Company

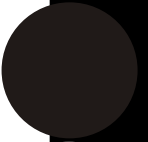
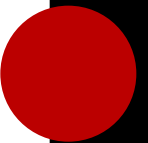
Booth Number

OK LIBRARY ASSOC ANNUAL CONF 2022

C/O EVENT 1 PRODUCTIONS, INC.

1601 S. 129TH W. AVE

SAND SPRINGS, OK 74063





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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. Event 1 Productions recommends 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
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MATERIAL HANDLING & DRAYAGE SERVICES

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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, Event 1 Productions 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. Event 1 Productions are not responsible for any delay of rush shipments. Event 1 Productions 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, and 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.
19. By signing these forms, exhibitors authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.



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SET UP & TEAR DOWN LABOR SERVICE RATES

PRICING INFORMATION

Show Name <u>OK Library Assoc. Annual Confer. 2022</u>	Show Dates <u>March 10-11, 2022</u>	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

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:	_____	_____	_____	_____	_____	_____	_____

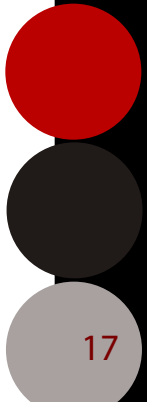
Option #2: Set up and tear down with supervision by Event 1 Productions:

	# 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).

TOTAL DUE	_____
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PAYMENT TERMS & POLICIES

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Show Name <u>OK Library Assoc. Annual Confer. 2022</u>	Show Dates <u>March 10-11, 2022</u>	Booth # _____
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 (8.517%)	\$ _____
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