



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

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

## SHOW INFORMATION

### Route 66 Marathon Expo 2022

Cox Business Center, Tulsa, OK  
November 18-19, 2022

#### 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](mailto:mail@event1inc.net)  
Online: [www.event1inc.net](http://www.event1inc.net)

#### Show Location

Cox Business Center  
100 Civic Center  
Tulsa, OK 74102

FOR EASY  
ONLINE  
ORDERING  
PLEASE VISIT

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

#### Show Information

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

#### 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 not provided with your booth package. If you need electricity, order it through the Cox Business Center at [www.coxcentertulsa.com/exhibitor-services/](http://www.coxcentertulsa.com/exhibitor-services/).

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 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):     | Fri Nov 4                  | by 4:30pm                           |
| Advance Shipments may begin arriving at Warehouse:      | Mon Oct 24                 |                                     |
| Advance Shipments will be accepted until:               | Fri Nov 11                 | by 4:30pm                           |
| Direct Shipments to Exhibit Site will ONLY be accepted: | Wed Nov 16<br>Thurs Nov 17 | 9:00am - 3:00pm<br>9:00am - 4:00pm  |
| Exhibitor Installation:                                 | Thurs Nov 17<br>Fri Nov 18 | 9:00am - 11:00pm<br>7:00 - 11:00am  |
| Show Hours:   | Fri Nov 18<br>Sat Nov 19   | 11:00am - 7:00pm<br>9:00am - 7:00pm |
| Exhibitor Dismantle:                                    | Sat Nov 19                 | 7:00 - 9:00pm                       |

**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 8:00pm on Saturday, November 19th 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](mailto:mail@event1inc.net)

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

## SHOW INFORMATION

### Shipping Addresses

#### **Advance Shipments to Warehouse**

**Company Name & Booth #**  
Route 66 Marathon Expo 2019  
C/O Event 1 Productions, Inc.  
ABF Freight System  
4410 S. Jackson St.  
Tulsa, OK 74107

**Shipments should arrive between:**  
Oct 24 - Nov 11 by 4:30pm

### Direct Shipments

#### **To Exhibit Site & for Pick-Up**

**Company Name & Booth #**  
Route 66 Marathon Expo 2019  
C/O Event 1 Productions, Inc.  
Cox Business Center  
100 Civic Center  
Tulsa, OK 74102

**Shipments will be accepted only on:**  
Nov 16 and 17 from 9:00am - 3:00pm

**Shipment Pickups will be accepted on:**  
Nov 19 between 7:00pm and 9:00pm

All freight that is being delivered directly to the Cox Business Center must be received on Nov 16th or 17th between 9:00am and 3:00pm. 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 Route 66 Marathon Expo 2022 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 the Route 66 Marathon make this year's expo a great success!

Sincerely,

*Corbin H. Potter*

#### **Director of Convention Services**

Event 1 Productions, Inc.  
1601 S. 129th W. Ave  
Sand Springs, OK 74063  
(918) 245-8006 - office  
(918) 245-8007 - fax



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, 5   |
| Premium Booth Furniture                                 | 6, 7   |
| Quality Rental Carpet                                   | 8      |
| Professional Booth Cleaning Services                    | 9      |
| Audio/Visual Services                                   | 10     |
| Freight FAQs  | 11     |
| Advanced Receiving Material Handling & Drayage Services | 12     |
| Direct Receiving Material Handling & Drayage Services   | 13     |
| Outbound Shipping Services                              | 14     |
| Freight Carrier Information/Shipping Labels             | 15-17  |
| Material Handling & Drayage Services Legal Information  | 18, 19 |
| Set Up & Tear Down Labor Services Rates                 | 20     |
| Forklift Service and Rates                              | 21     |
| Payment Page  | 22     |



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> <u>Route 66 Marathon Expo 2022</u> | <b>Show Dates</b> <u>Nov 18-19, 2022</u> | <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                         | \$45.00       | \$55.00                   | _____    | _____ |
| Counter High Stool                       | \$65.00       | \$85.00                   | _____    | _____ |
| Premium Folding Chairs (Black)           | \$10.00       | \$15.00                   | _____    | _____ |
| Wastebaskets                             | \$12.00       | \$15.00                   | _____    | _____ |
| 4' Table - Non-Skirted                   | \$65.00       | \$75.00                   | _____    | _____ |
| 4' Table - Skirted                       | \$75.00       | \$90.00                   | _____    | _____ |
| 6' Table - Non-Skirted                   | \$75.00       | \$85.00                   | _____    | _____ |
| 6' Table - Skirted                       | \$85.00       | \$100.00                  | _____    | _____ |
| 8' Table - Non-Skirted                   | \$85.00       | \$95.00                   | _____    | _____ |
| 8' Table - Skirted                       | \$95.00       | \$110.00                  | _____    | _____ |
| Convert Provided Table to Counter Height | \$45.00       | \$55.00                   | _____    | _____ |
| 4' Counter High Table - Non-Skirted      | \$70.00       | \$80.00                   | _____    | _____ |
| 4' Counter High Table - Skirted          | \$85.00       | \$95.00                   | _____    | _____ |
| 6' Counter High Table - Non-Skirted      | \$80.00       | \$95.00                   | _____    | _____ |
| 6' Counter High Table - Skirted          | \$95.00       | \$110.00                  | _____    | _____ |
| 8' Counter High Table - Non-Skirted      | \$90.00       | \$105.00                  | _____    | _____ |
| 8' Counter High Table - Skirted          | \$105.00      | \$125.00                  | _____    | _____ |
| 60" Round with Linen                     | \$85.00       | \$100.00                  | _____    | _____ |
| 30" Lowboy Round with Spandex            | \$70.00       | \$80.00                   | _____    | _____ |
| 30" Highboy Round with Spandex           | \$90.00       | \$105.00                  | _____    | _____ |
| Extra Table Skirts (Standard Size)       | \$25.00       | \$35.00                   | _____    | _____ |
| Extra Table Skirts (Counter Size)        | \$35.00       | \$45.00                   | _____    | _____ |
| Additional 3' Pipe & Drape               | N/A           | \$5.00 (per linear foot)  | _____    | _____ |
| Additional 8' Pipe & Drape               | N/A           | \$7.00 (per linear foot)  | _____    | _____ |
| Additional 16' Pipe & Drape              | N/A           | \$25.00 (per linear foot) | _____    | _____ |

Discount Deadline: **Friday, November 4, 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%) | _____ |
| <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



Presentation Board



Black Leather Chair



Black Leather Loveseat

3'x6' Slat Wall



Tripod Easel

Tapered Counter  
(plain or w/custom  
graphic)

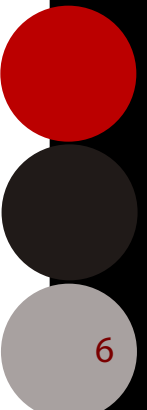


Black 6'x2'  
Gridwall

Adjustable T-Rack/  
Bag Holder



Literature Rack





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

PRICING INFORMATION

|   |  |                      |
|---|--|----------------------|
| <b>Show Name</b> <u>Route 66 Marathon Expo 2022</u> | <b>Show Dates</b> <u>Nov 18-19, 2022</u> | <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             | \$410.00      | \$510.00      | _____    | _____ |
| Black Leather Loveseat          | \$310.00      | \$385.00      | _____    | _____ |
| Black Leather Chair             | \$160.00      | \$200.00      | _____    | _____ |
| Coffee Table                    | \$70.00       | \$85.00       | _____    | _____ |
| End Table                       | \$50.00       | \$65.00       | _____    | _____ |
| 8.5"x11" Literature Rack (60"H) | \$70.00       | \$85.00       | _____    | _____ |
| Aluminum Tripod Easel (60"H)    | \$30.00       | \$40.00       | _____    | _____ |
| 8'W x 4' H Presentation Board   | \$160.00      | \$200.00      | _____    | _____ |
| Black 6' H x 2' W Gridwall      | \$85.00       | \$100.00      | _____    | _____ |
| 3' x 6' Silver Slat Wall        | \$210.00      | \$260.00      | _____    | _____ |
| Adjustable T-Rack/Bag Holder    | \$75.00       | \$90.00       | _____    | _____ |

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

- If you're only using a logo or already created graphic, artwork must be sent to [Steve@event1inc.net](mailto:Steve@event1inc.net) no later than **TEN BUSINESS DAYS** before your show sets up. Logos and graphics must be **HIGH-RESOLUTION** and sent in either a **JPG, PSD or EPS** format. A white background is preferred. Using a black background will incur an additional charge.
- If a new graphic needs to be created, a minimum of 1 graphic design hour will be added to your order (\$120/hr). Graphic elements need to be sent to [Steve@event1inc.net](mailto:Steve@event1inc.net) no later than **FOUR WEEKS** prior to the show setting up.
- A proof will be emailed to you. It will be your responsibility to respond in a timely manner with approval to ensure your item is printed on time.

Discount Deadline: **Friday, November 4, 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%) | _____ |
| <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

## QUALITY RENTAL CARPET

PRICING INFORMATION

|  |                                   |               |
|--|-----------------------------------|---------------|
| Show Name <u>Route 66 Marathon Expo 2022</u> | Show Dates <u>Nov 18-19, 2022</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 |
|----------------------------------|-------------------|--------|--|---------------|---------------|----------|-------|
| 10' x 10' Carpeting              | Black             | Tuxedo |  | \$100.00      | \$125.00      | _____    | _____ |
| 10' x 10' Carpet Padding         |                   |        |  | \$55.00       | \$70.00       | _____    | _____ |
| 10' x 10' Visqueen Plastic Cover |                   |        |  | \$40.00       | \$50.00       | _____    | _____ |
|                                  |                   |        |  |               |               |          |       |
| 10' x 20' Carpeting              | Black             | Tuxedo |  | \$190.00      | \$250.00      | _____    | _____ |
| 10' x 20' Carpet Padding         |                   |        |  | \$100.00      | \$120.00      | _____    | _____ |
| 10' x 20' Visqueen Plastic Cover |                   |        |  | \$80.00       | \$100.00      | _____    | _____ |
|                                  |                   |        |  |               |               |          |       |
| 10' x 30' Carpeting              | Black             | Tuxedo |  | \$280.00      | \$360.00      | _____    | _____ |
| 10' x 30' Carpet Padding         |                   |        |  | \$150.00      | \$190.00      | _____    | _____ |
| 10' x 30' Visqueen Plastic Cover |                   |        |  | \$120.00      | \$150.00      | _____    | _____ |
|                                  |                   |        |  |               |               |          |       |
| 10' x 40' Carpeting              | Black             | Tuxedo |  | \$370.00      | \$440.00      | _____    | _____ |
| 10' x 40' Carpet Padding         |                   |        |  | \$200.00      | \$250.00      | _____    | _____ |
| 10' x 40' Visqueen Plastic Cover |                   |        |  | \$160.00      | \$200.00      | _____    | _____ |
|                                  |                   |        |  |               |               |          |       |
| 10' x 50' Carpeting              | Black             | Tuxedo |  | \$470.00      | \$550.00      | _____    | _____ |
| 10' x 50' Carpet Padding         |                   |        |  | \$250.00      | \$310.00      | _____    | _____ |
| 10' x 50' Visqueen Plastic Cover |                   |        |  | \$200.00      | \$250.00      | _____    | _____ |

Discount Deadline: **Friday, November 4, 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%) | _____ |
| <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> <u>Route 66 Marathon Expo 2022</u> | <b>Show Dates</b> <u>Nov 18-19, 2022</u> | <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 | \$35.00       | \$45.00       | _____    | _____ |
| 10' x 20' Exhibit Space | \$65.00       | \$80.00       | _____    | _____ |
| 10' x 30' Exhibit Space | \$95.00       | \$120.00      | _____    | _____ |
| 10' x 40' Exhibit Space | \$130.00      | \$160.00      | _____    | _____ |

## 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 | \$30.00             | \$40.00             | _____    | _____          | _____ |
| 10' x 20' Exhibit Space | \$60.00             | \$80.00             | _____    | _____          | _____ |
| 10' x 30' Exhibit Space | \$90.00             | \$120.00            | _____    | _____          | _____ |
| 10' x 40' Exhibit Space | \$120.00            | \$160.00            | _____    | _____          | _____ |

Discount Deadline: Friday, November 4, 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.

**TOTAL DUE** \_\_\_\_\_



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> <u>Route 66 Marathon Expo 2022</u> | <b>Show Dates</b> <u>Nov 18-19, 2022</u> | <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> _____               |                      |



32", 43", 55" and 65" Flat Panel Displays w/Remote



Extension Cord (25')



DVD Player



DVD Player/Laptop Shelf for Display Stand



Display Stand (Truss)



HDMI Cable (6')



Power Strip

| Item Description                                    | Quantity | Discount Rate     | Standard Rate      | Total    |
|---|----------|-------------------|--------------------|----------|
| 32" Flat Panel Display w/Remote                     | _____    | \$315.00          | \$390.00           | _____    |
| 43" Flat Panel Display w/Remote                     | _____    | \$415.00          | \$515.00           | _____    |
| 55" Flat Panel Display w/Remote                     | _____    | \$515.00          | \$640.00           | _____    |
| 65" Flat Panel Display w/Remote                     | _____    | \$615.00          | \$765.00           | _____    |
| Flat Panel Display Stand (Truss) & Mounting Bracket | _____    | \$95.00           | \$105.00           | _____    |
| DVD Player/Laptop Shelf for Display Stand           | _____    | \$30.00           | \$40.00            | _____    |
|   |          |                   |                    |          |
| DVD Player  | _____    | \$45.00           | \$55.00            | _____    |
| HDMI Cable (6')                                     | _____    | \$30.00           | \$40.00            | _____    |
| Extension Cord (25')                                | _____    | \$27.50           | \$40.00            | _____    |
| Power Strip   | _____    | \$15.00           | \$25.00            | _____    |
| <b>EXAMPLE:</b>                                     |          |                   |                    |          |
| 32" Flat Panel Display                              | 1        | <b>X</b> \$310.00 | <b>or</b> \$385.00 | <b>=</b> |

Discount Deadline: **Friday, November 4, 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%) | _____ |
| <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 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](mailto:Steve@event1inc.net).  
Thanks for using Event 1 Productions!*



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

|  |                                   |               |
|--|-----------------------------------|---------------|
| Show Name <u>Route 66 Marathon Expo 2022</u> | Show Dates <u>Nov 18-19, 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 \$0.75 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                       |                        |
| ST: M-F: 8am - 5pm                   | ST: M-F 8am-5pm,<br>OT: M-F 5pm-8am,<br>All Day Sat-Sun | OT: M-F 5pm - 8am<br>All Day Sat-Sun |                        |
| <b>\$85.00</b>                       | <b>\$90.00</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: October 24 - November 11 from 9:00am-4:00pm

*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 \$0.75 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<br>(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

|  |                                   |         |
|--|-----------------------------------|---------|
| Show Name <b>Route 66 Marathon Expo 2022</b> | Show Dates <b>Nov 18-19, 2022</b> | 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 \$0.75 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                       |                        |
| ST: M-F: 8am - 5pm                   | ST: M-F 8am-5pm,<br>OT: M-F 5pm-8am,<br>All Day Sat-Sun | OT: M-F 5pm - 8am<br>All Day Sat-Sun |                        |
| <b>\$75.00</b>                       | <b>\$80.00</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: **November 16 - Nov 17 by 3:00pm**

*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 \$0.75 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<br>(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

|  |                                   |               |
|--|-----------------------------------|---------------|
| Show Name <u>Route 66 Marathon Expo 2022</u> | Show Dates <u>Nov 18-19, 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       | _____    | _____ |

**REMEMBER: Event 1 Productions does NOT make your outbound shipping arrangements. You'll need to schedule the carrier of your choice to pick up your freight in the 2-hour window that begins when your show ends on its final day.**

|           |       |
|-----------|-------|
| TOTAL DUE | _____ |
|-----------|-------|



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

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

**Email:** [tradeshow@freight.abf.com](mailto:tradeshow@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 \_\_\_\_\_

**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

A green ABF Freight semi-truck is parked in front of a building with large 'EXITO' signs. The truck has the ABF Freight logo on its side.

# 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

www.event1inc.net

## FREIGHT / SHIPPING LABELS

Place exhibitor name & booth number on top line.

Company

Booth Number

**ROUTE 66 MARATHON EXPO 2022**

C/O EVENT 1 PRODUCTIONS, INC.

ABF FREIGHT SYSTEM

4410 S. JACKSON ST.

TULSA, OK 74107



Advanced Receiving

Place exhibitor name & booth number on top line.

Company

Booth Number

**ROUTE 66 MARATHON EXPO 2022**

C/O EVENT 1 PRODUCTIONS, INC.

COX BUSINESS CENTER

100 CIVIC CENTER

TULSA, OK 74102



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. 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  
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, 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, 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 authorizes 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.



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> <u>Route 66 Marathon Expo 2022</u> | <b>Show Dates</b> <u>Nov 18-19, 2022</u> | <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  | \$75     |
| Overtime:      | 6:00am - 8:00am  | Mon -Fri  | \$112.50 |
| Overtime:      | 5:00pm - 12:00am | Mon -Fri  | \$112.50 |
| Overtime:      | Entire Day(s)    | Sat - Sun | \$112.50 |
| Double Time:   | 12:00am - 6:00am | Everyday  | \$150.00 |
| Double Time:   | Entire Day(s)    | Holidays  | \$150.00 |

## 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

## FORKLIFT SERVICES

PRICING INFORMATION

|   |  |                      |
|---|--|----------------------|
| <b>Show Name</b> <u>Route 66 Marathon Expo 2022</u> | <b>Show Dates</b> <u>Nov 18-19, 2022</u> | <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)

|                | Time             | Days      | Rate     |
|----------------|------------------|-----------|----------|
| Straight Time: | 8:00am - 5:00pm  | Mon -Fri  | \$95.00  |
| Overtime:      | 6:00am - 8:00am  | Mon -Fri  | \$130.00 |
| Overtime:      | 5:00pm - 12:00am | Mon -Fri  | \$130.00 |
| Overtime:      | Entire Day(s)    | Sat - Sun | \$130.00 |
| Double Time:   | 12:00am - 6:00am | Everyday  | \$190.00 |
| Double Time:   | Entire Day(s)    | Holidays  | \$190.00 |

### Forklift Service Options:

|                             | Date Needed | Time Needed | Hours | Rate  | Total |
|-----------------------------|-------------|-------------|-------|-------|-------|
| 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

www.event1inc.net

## PAYMENT TERMS & POLICIES

|  |                                   |         |
|--|-----------------------------------|---------|
| Show Name <b>Route 66 Marathon Expo 2022</b> | Show Dates <b>Nov 18-19, 2022</b> | 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: | \$ |
| <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.**

**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