

EXHIBITION FREIGHT

ADVANCE SHIPMENTS ONLY

FROM:

To: _____
Expo Name

**Spirit Exposition Services LLC
22955 Antique Ln
New Caney TX 77357**

Carrier _____
Number _____ Of _____ Pieces

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FROM:

To: _____
Expo Name

**Spirit Exposition Services LLC.
22955 Antique Ln
New Caney TX 77357**

Carrier _____
Number _____ Of _____ Pieces

**PLEASE USE THESE LABELS FOR PREPAID FREIGHT ONLY.
LABELS CAN BE COPIED**



EXPOSITION SERVICES, LLC
 281-399-2808
www.spiritexpo.com

CARPET ORDER FORM

Expo Name: PTO Today **Date:** September 2 & 3, 2020 **City:** Conroe TX

COMPANY			BOOTH NUMBER			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTY	
PHONE		FAX				
X						
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT PERSON- PLEASE PRINT			DATE	

DISCOUNT PRICE DEADLINE: Wednesday August 26, 2020

BOOTH CARPET

Please mark your color selection:

Blue Red Black Gray Teal White

Standard Size Booth Carpet

Rental includes installation, front edge taping and pick up at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match.

<u>Quantity</u>	<u>Regular</u>	<u>Discount</u>	<u>TOTAL</u>
___ 9'x 10'	\$125.00	\$90.00	___
___ 9'x 20'	\$215.00	\$165.00	___
___ 9'x 30'	\$315.00	\$225.00	___
___ 9'x 40'	\$430.00	\$335.00	___

Prices above include taping front aisle edge only

___ Feet of additional taping @ \$1.00 per linear foot _____

Plastic covering for protection

___ Square feet @ .30 per sq. ft. (Includes installation and removal) _____

CUSTOM SIZE BOOTH CARPET

This nylon carpet is cut specifically to booth measurements. Rental includes installation, all necessary taping, plastic covering for protection and pick up at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids and display fixtures include a floor plan and a quote will be forwarded before proceeding.

Carpet Size ___ x ___ = ___ sq. ft \$2.65 \$1.90 _____

FOAM PADDING

Add a layer of comfort with 9/16" foam padding

Padding Size ___ x ___ = ___ sq. ft \$1.25 .55 _____

Sub Total _____
8.25% Sales Tax _____
Total _____

Cancellation Policy: Plush carpet and Custom Size Booth Carpet cancelled after being cut will charged at 100%. All other items cancelled, will be charged at 50% of original price after move-in begins and 100% of original price after installation.



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FURNITURE & ACCESSORIES ORDER FORM

Expo Name: **PTO Today** Date: **Sept. 2 & 3, 2020** City: **Conroe, TX.**

RETURN TO: Spirit Expo 22955 Antique Ln. New Caney, TX. 77357 or Fax To: 281-399-8625 Email: bess@spiritexpo.com

Company		Booth Number		
Address	Street	City	State	Zip
Phone		Fax		
Authorized Contact Signature		Authorized Contact Person - Please Print Date		

DISCOUNT PRICE DEADLINE: Wed. August 26, 2020

<u>QUANTITY</u>	All Prices in U.S. Dollars	REGULAR	DISCOUNT	TOTAL
CHAIRS				
<input type="checkbox"/>	Contemporary Side, gray	20.00	15.00	_____
<input type="checkbox"/>	Plastic Contour Chair, gray	15.00	12.00	_____
<input type="checkbox"/>	Counter Stools	55.00	45.00	_____
TABLES				
<input type="checkbox"/>	Round 30" D x 42" H	95.00	90.00	_____
<input type="checkbox"/>	Round 30" D x 30" H	85.00	75.00	_____
<input type="checkbox"/>	Round 24" D x 42" H	75.00	65.00	_____
<input type="checkbox"/>	Round 24" D x 30" H	65.00	55.00	_____
DISPLAY TABLES 24" w x 30" h x 4', 6', 8' long				
<input type="checkbox"/>	4' Undraped 65.00 55.00	<input type="checkbox"/>	4' Draped 85.00 75.00	_____
<input type="checkbox"/>	6' Undraped 77.00 67.00	<input type="checkbox"/>	6' Draped 95.00 85.00	_____
<input type="checkbox"/>	8' Undraped 92.00 82.00	<input type="checkbox"/>	8' Draped 105.00 95.00	_____
DISPLAY COUNTERS 24" w x 42" h x 4', 6', 8' long				
<input type="checkbox"/>	4' Undraped 82.00 70.00	<input type="checkbox"/>	4' Draped 95.00 85.00	_____
<input type="checkbox"/>	6' Undraped 92.00 80.00	<input type="checkbox"/>	6' Draped 105.00 95.00	_____
<input type="checkbox"/>	8' Undraped 107.00 95.00	<input type="checkbox"/>	8' Draped 120.00 110.00	_____
Draping for tables and counters- white vinyl top and pleated drape on 3 sides				
Mark draping color:				
<input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Plum <input type="checkbox"/> Hunter Green				
ACCESSORIES				
<input type="checkbox"/>	Bag Stand, chrome	35.00	30.00	_____
<input type="checkbox"/>	Easel, adjustable aluminum	20.00	15.00	_____
<input type="checkbox"/>	Waste Basket	8.00	5.00	_____
<input type="checkbox"/>	Chrome Sign holder	40.00	35.00	_____
<input type="checkbox"/>	Tack Board (4' x 8')	125.00	100.00	_____
<input type="checkbox"/>	Standing Park Light	80.00	60.00	_____
<input type="checkbox"/>	Park Bench	50.00	40.00	_____
CUSTOM BOOTH DRAPE				
8' H Back Drape and 36' H Side Drape- 6 feet minimum order				
Mark drape color:				
<input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Plum <input type="checkbox"/> Gold <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/> Green				
<input type="checkbox"/>	Linear Ft. of 8' Back Drape per ft.	11.00	7.00	_____
<input type="checkbox"/>	Linear Ft. of 3' Side Drape per ft.	11.00	7.00	_____
Total				_____



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PAYMENT AND CREDIT CARD AUTHORIZATION

Expo Name: PTO Today **Date:** September 2 & 3, 2020 **City:** Conroe TX

COMPANY					BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTY	
PHONE NUMBER		FAX		PURCHASE ORDER		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE	

E-Mail Address _____

Orders are governed by the Spirit payment policy & the limits of liability & responsibility

Credit Card Charge Authorization

___MasterCard ___ Visa ___Discover ___American Express

Account Number _____ Expiration Date _____ CVV _____

CARDHOLDER'S BILLING ADDRESS IF DIFFERENT FROM ABOVE CITY STATE ZIP COUNTY

CARDHOLDER'S SIGNATURE CARDHOLDER'S NAME - PRINT

RETURN TO: Spirit Exposition Services, LLC 22955 Antique Ln. New Caney, TX 77357
EMAIL: bess@spiritexpo.com

Payment may be made by check drawn in U.S. funds on a U.S. bank
Check no. _____ Dated _____ In the amount of _____

Cancellation Policy: Items cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.



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INSTALLATION AND DISMANTLE ORDER FORM

EXPO NAME: PTO Today DATE: September 2 & 3, 2020 CITY: Conroe TX

COMPANY _____			BOOTH NUMBER _____			
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____	COUNTY _____	
PHONE _____			FAX _____			
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT-PLEASE PRINT _____			DATE _____	

SUPERVISION SERVICES

_____ **Spirit Supervised** (Proceed)
 Spirit will supervise labor to:
 Unpack and install display before exhibitor arrival at show site
 Dismantle, pack and arrange to ship display after show closing
 A 25% (\$50.00 minimum) surcharge will be added to the labor rates for this professional supervision.

_____ **Exhibitor Supervised** (Do Not Proceed)
 Exhibitor will supervise:
Installation
 Exhibitor will need workers on (date) _____ at (time) _____ a.m. p.m.
Dismantle
 Exhibitor will need workers on (date) _____ at (time) _____ a.m. p.m.

Please check in at Spirit Service Center one half (1/2) hour before scheduled time. Labor canceled without twenty-four (24) hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one hour (1) No-Show charge per worker will apply.

DISPLAY LABOR RATES

TIMES

HOURLY

Straight Time	Any Time	\$50.00
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The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. All rates are subject to change if necessitated by increased labor costs.

Estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	<u>No. of Workers x Hours / Worker = Total Worker Hours</u>			<u>@ Rate</u>	<u>Total</u>
Installation	_____	_____	_____	_____	_____
Dismantle	_____	_____	_____	_____	_____

Sub - Total	_____
Spirit Supervised Add 25%	_____
Total	_____



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SHIPPING INFORMATION

Save for Your Records

FREIGHT HANDLING SERVICES

Spirit Exposition Services is prepared to receive your shipment in advance at our warehouse.

Freight handling charges are in addition to the carrier charges of your freight and a freight handling form must be completed and received by Spirit.

ADVANCED SHIPMENTS TO SPIRIT WAREHOUSE:

Rates Include: Unloading crated freight from the carrier
Storing freight at our warehouse for up to 30 days in advance of the event
Reloading onto truck and delivering to show site
Deliver freight to your booth
Picking up, storing and returning empty shipping containers
Reloading freight for return to specified destination

Last day for shipments to arrive at our warehouse: **Wednesday August 26, 2020**

Make out Bill of Laden and consign as follows:

Name of exhibiting company & show
C/O Spirit Expo
22955 Antique Ln
New Caney, TX 77357
