

**Tradeshow
Services,
Inc.**

**245 Huls Drive
Englewood, Ohio 45315
tradeshow-services.com**

**P 937 832-0144
T 855 263-6858
F 937 832-1904**

Air Force Marathon 2018 Exhibitors,

Tradeshow Services, Inc. has been selected again this year as your Show Decorator and to handle Inbound/Outbound Freight for the 2018 Air Force Marathon Expo at the Wright State University Nutter Center.

Standard 8' x 10' Booth will receive (1) 8' Back Drape, (2) 3' Side Rails, (1) Identification Sign, (1) 6' Skirted Table, (2) Chairs and (1) Waste Basket.

Electricity will automatically be provided for vendors by the Wright State University Nutter Center at no charge.

Booth Numbers will be assigned in early September, forms will be accepted with no Booth Numbers.

Tradeshow Services must have Estimated Material Handling Form for all Packages and Freight received at Warehouse or Show Site.

Discount Pricing Deadline Date is **WEDNESDAY, SEPTEMBER 5**. Any orders received after Deadline Date will be charged the **Standard Price with 20% added to price.**

All orders must be accompanied with full payment. Forms can be faxed or emailed to: debbie@tradeshow-services.com. If you are paying by check, checks must be received to our office by **Deadline Date**.

If you have any questions, please call our office at (937) 832-0144 or Toll Free at (855) 263-6858.

Thank You!

Tradeshow Services, Inc.



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COMPANY NAME (PLEASE TYPE OR PRINT)			BOOTH NO.		
ADDRESS			PHONE		
CITY	STATE	ZIP	FAX		
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (For Order Confirmation)		DATE	

Our CREDIT POLICY requires payment with order for service INCLUDING TAX. This form with your check or credit card information must be forwarded to TRADESHOW SERVICES, INC. at the above address in order for us to provide any equipment or services. FULL PAYMENT of rental charges must accompany your order **before Deadline** to qualify for the **DISCOUNT ORDER PRICES**. **ALL ORDERS RECEIVED AT THE SERVICE DESK WILL BE CHARGED SHOW SITE PRICES with 20% added to Standard Pricing.** If discount orders are paid by credit card, additional services or rentals ordered at the show will be invoiced to your credit card.

PLEASE SPECIFY HOW YOU WILL BE PAYING FOR

CHECK

CREDIT CARD INFORMATION

CREDIT CARD NUMBER																				
NAME ON CARD (PLEASE PRINT OR TYPE)	SIGNATURE										EXP. DATE	3 or 4 digit code								

ALL ORDERS MUST BE ACCOMPANIED WITH FULL PAYMENT

NAME OF EVENT: AIR FORCE MARATHON 2018

- FURNITURE PACKAGE \$ _____
- CARPET / PADDING \$ _____
- ADDITIONAL TABLE / SKIRTING \$ _____
- ADDITIONAL CHAIR / ACCESSORIES \$ _____
- WAREHOUSE MATERIAL HANDLING \$ _____
- SHOW SITE MATERIAL HANDLING \$ _____

SUB TOTAL \$ _____

CANCELLATION POLICY: ORDERS CANCELLED PRIOR TO MOVE-IN WILL BE CHARGED 50% OF THE ORIGINAL PRICE. ORDERS CANCELLED AFTER MOVE-IN BEGINS WILL BE CHARGED 100% OF THE ORIGINAL PRICE. CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.

TAX 7.25% \$ _____

TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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Air Force Marathon

SPECIAL FURNITURE PACKAGES

The packages below are quoted per 10' x 10' Booths. **STANDARD SHOW COLORS** will be used for CARPET and TABLE SKIRTING. **NO SUBSTITUTIONS** on CHAIRS, TABLES, ETC. Special Furniture Packages will NOT BE OFFERED AFTER

DEADLINE DATE: Wednesday, September 5

QTY. DESCRIPTION

STANDARD PACKAGE

1 - 6' Skirted Table

2 - Chairs

1 - Waste Basket with Liner

COST FOR PACKAGE _____ \$ 100.30

PREMIUM PACKAGE

1 - 6' Skirted Table

2 - Chairs

1 -10' x 10' Carpet

1 - Waste Basket with Liner

COST FOR PACKAGE _____ \$ 210.80

PLATINUM PACKAGE

1 - 6' Skirted Table

2 - Padded Arm Chairs

1 - 10' x 10' Carpet with Padding

1 - Waste Basket with Liner

COST FOR PACKAGE _____ \$ 333.20

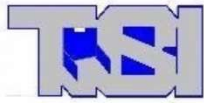
CANCELLATION POLICY:

ORDERS CANCELLED PRIOR TO MOVE IN WILL BE CHARGED 50% OF THE ORIGINAL PRICE. ORDERS CANCELLED ON OR AFTER MOVE-IN WILL BE CHARGED 100% OF THE ORIGINAL PRICE. CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.

SUB TOTAL \$ _____

SALES TAX 7.25% \$ _____

TOTAL AMOUNT \$ _____



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DISCOUNT PRICING DEADLINE:

AIR FORCE MARATHON

Wednesday, September 5

CARPET AND PADDING

BELOW PRICING INCLUDES: INSTALLING, TAPING OF CARPET, VACUUMING ONCE BEFORE

INITIAL START OF EVENT. Discount Price Padding(1/4 thick) \$1.00 sq./ft. Standard Price \$1.30 sq/ft.

CARPET COLORS:

BLACK GRAY BLUE RED

INLINE BOOTHS:

	DISCOUNT	STANDARD	AMOUNT
_____ 9' x 10'	\$ 130.00	\$ 169.00	\$ _____
_____ 9' x 10' with Padding	\$ 220.00	\$ 286.00	\$ _____
_____ 9' x 20'	\$ 260.00	\$ 338.00	\$ _____
_____ 9' x 20' with Padding	\$ 440.00	\$ 572.00	\$ _____
_____ 9' x 30'	\$ 390.00	\$ 507.00	\$ _____
_____ 9' x 30' with Padding	\$ 660.00	\$ 858.00	\$ _____
_____ 9' x 40'	\$ 520.00	\$ 676.00	\$ _____
_____ 9' x 40' with Padding	\$ 880.00	\$ 1,144.00	\$ _____

ISLAND AND PENINSULA BOOTHS:

_____ 20' x 20'	\$ 676.00	\$ 878.80	\$ _____
_____ 20' x 20' with Padding	\$ 1,076.00	\$ 1,398.80	\$ _____
_____ 20' x 30'	\$ 1,014.00	\$ 1,318.20	\$ _____
_____ 20' x 30' with Padding	\$ 1,614.00	\$ 2,098.20	\$ _____
_____ 20' x 40'	\$ 1,352.00	\$ 1,757.60	\$ _____
_____ 20' x 40' with Padding	\$ 2,152.00	\$ 2,797.60	\$ _____

ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM

ALL SHOW SITE ORDERS HAVE AN ADDITIONAL 20% CHARGE ADDED TO STANDARD PRICING

CANCELLATION POLICY
ORDERS canceled prior to move-in will be charge 50% of the original price.
Orders canceled after move-in begins will be charged 100% of the original price.
CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.

SUB TOTAL	\$ _____
SALES TAX 7.25%	\$ _____
TOTAL	\$ _____



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AIR FORCE MARATHON

**DISCOUNT PRICING DEADLINE:
WEDNESDAY, SEPTEMBER 5**

TABLE & SKIRTING RENTAL

PLAIN TABLE = WHITE VINYL TOP ONLY - SKIRTED TABLE = WHITE VINYL TOP WITH THREE SIDES SKIRTED

TABLE SKIRT COLORS: Blue Black Red Navy Gold White Teal Burgundy

REGULAR HEIGHT TABLE 30" HIGH x 2' WIDE

QTY	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	2' x 4' x 30" Skirted	\$ 75.00	\$ 97.50	\$ _____
_____	2' x 4' x 30" Plain	\$ 45.00	\$ 58.50	\$ _____
_____	2' x 6' x 30" Skirted	\$ 80.00	\$ 104.00	\$ _____
_____	2' x 6' x 30" Plain	\$ 50.00	\$ 65.00	\$ _____
_____	2' x 8' x 30" Skirted	\$ 90.00	\$ 117.00	\$ _____
_____	2' x 8' x 30" Plain	\$ 55.00	\$ 71.50	\$ _____
_____	36" x 30" Round Covered Table	\$ 65.00	\$ 84.50	\$ _____
_____	Table(s) 4th Side Skirted	\$ 30.00	\$ 39.00	\$ _____
_____	30" Skirt Only	\$ 30.00	\$ 39.00	\$ _____

COUNTER HEIGHT TABLE 40" HIGH x 2' WIDE

_____	2' x 4' x 40" Skirted	\$ 90.00	\$ 117.00	\$ _____
_____	2' x 4' x 40" Plain	\$ 60.00	\$ 78.00	\$ _____
_____	2' x 6' x 40" Skirted	\$ 95.00	\$ 123.50	\$ _____
_____	2' x 6' x 40" Plain	\$ 65.00	\$ 84.50	\$ _____
_____	2' x 8' x 40" Skirted	\$ 105.00	\$ 136.50	\$ _____
_____	2' x 8' x 40" Plain	\$ 70.00	\$ 91.00	\$ _____
_____	36" x 40" Round Covered Table	\$ 80.00	\$ 104.00	\$ _____
_____	Table(s) 4th Side Skirted	\$ 45.00	\$ 58.50	\$ _____
_____	40" Skirt Only	\$ 45.00	\$ 58.50	\$ _____

ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM
SHOW SITE ORDERS WILL HAVE AN ADDITIONAL 20% CHARGE
ADDED TO STANDARD PRICING

CANCELLATION POLICY
 Orders canceled prior to move-in will be charged 50% of the original price.
 Orders canceled after move-in begins will be charged 100% of the original price.
CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.

SUB TOTAL \$ _____
 SALES TAX 7.25 % \$ _____
TOTAL \$ _____



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AIR FORCE MARATHON

DISCOUNT PRICING DEADLINE:

WEDNESDAY, SEPTEMBER 5

RENTAL CHAIR & ACCESSORIES FORM

QTY	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	Stacking Chair	\$ 13.00	\$ 16.90	\$ _____
_____	Padded Arm Chair	\$ 40.00	\$ 52.00	\$ _____
_____	Bar Stool	\$ 45.00	\$ 58.50	\$ _____
_____	Waste Basket With Liner	\$ 12.00	\$ 15.60	\$ _____
_____	Aluminum Easel	\$ 30.00	\$ 39.00	\$ _____
_____	Clamp On Lights	\$ 40.00	\$ 52.00	\$ _____
_____	Literature Rack (Metal)	\$ 50.00	Pre-Order Only	\$ _____
_____	Black Locking Display Case 48" Full Vision Case	\$450.00	Pre-Order Only	\$ _____

ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM

SHOW SITE ORDERS WILL HAVE AN ADDITIONAL 20% CHARGE ADDED TO STANDARD PRICING

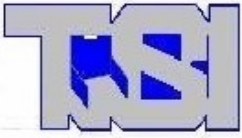
SUB TOTAL \$ _____

SALES TAX 7.25% \$ _____

TOTAL \$ _____

CANCELLATION POLICY

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ADVANCE WAREHOUSE ESTIMATED MATERIAL HANDLING

ADVANCE WAREHOUSE SHIPMENTS DEADLINE DATE: WEDNESDAY, SEPTEMBER 5

**ADVANCE WAREHOUSE SHIPMENT _____ \$ 0.62 PER LB.
A 200 lb. minimum charge per shipment**

RATE ABOVE INCLUDES:

- *Storage at Warehouse up to 30 days prior to show opening
- *Delivery to Show Site and placement at your booth
- *Removal and Return of empty containers, crates, pallets, et.
- *Loading of Outbound Shipment from Show Site

Exhibitors are responsible for making own shipping arrangements. Blank BOL & Shipping Labels will be available at Tradeshow Services, Inc. Service Desk. Tradeshow Services, Inc. assumes no responsibility for shipments that do not have completed BOL. ANY FREIGHT NOT PICKED UP WILL BE FORCED OUT BY ABF AT EXHIBITORS EXPENSE

EXHIBITORS WITH OUTBOUND FREIGHT MUST COMPLETE A BOL AT THE TRADESHOW SERVICES SERVICE DESK.

CALCULATION OF MATERIAL HANDLING CHARGE:

TOTAL LBS. (200 LB. MINIMUM) _____ x Rate (0.62) = \$ _____

We understand that your calculation is an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

PLEASE SUBMIT THIS FORM WITH FULL PAYMENT ON OR BEFORE DEADLINE DATE

TOTAL ESTIMATE CHARGES \$ _____

ADVANCE WAREHOUSE EXHIBIT MATERIAL

TO: _____
COMPANY NAME

EXHIBITION

BOOTH NUMBER

CARRIER _____ NUMBER OF PIECES _____

C/O Tradeshow Services, Inc.
8051 Center Point 70 Blvd.
Dayton, OH 45424

MUST ARRIVE BY:
SEPT. 5



ADVANCE WAREHOUSE EXHIBIT MATERIAL

TO: _____
COMPANY NAME

EXHIBITION

BOOTH NUMBER

CARRIER _____ NUMBER OF PIECES _____

C/O Tradeshow Services, Inc.
8051 Center Point 70 Blvd.
Dayton, OH 45424

MUST ARRIVE BY:
SEPT. 5



ADVANCE WAREHOUSE EXHIBIT MATERIAL

TO: _____
COMPANY NAME

EXHIBITION

BOOTH NUMBER

CARRIER _____ NUMBER OF PIECES _____

C/O Tradeshow Services, Inc.
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Dayton, OH 45424

MUST ARRIVE BY:
SEPT. 5



ADVANCE WAREHOUSE EXHIBIT MATERIAL

TO: _____
COMPANY NAME

EXHIBITION

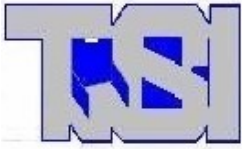
BOOTH NUMBER

CARRIER _____ NUMBER OF PIECES _____

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MUST ARRIVE BY:
SEPT. 5





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DIRECT TO SHOWSITE ESTIMATED MATERIAL HANDLING

**SHOW SITE SHIPMENTS WILL BE ACCEPTED ON: WEDNESDAY, SEPT. 12- NOON-5:00 pm
Early arrivals will be turned away THURSDAY, SEPT. 13- 8:00 am-10:00 am**

DIRECT SHIPMENT TO SHOW SITE _____ \$0.56 PER LB.

RATE ABOVE INCLUDES:

- *Placement of materials to booth
- *Removal and Return of empty containers, crates, pallets, etc.
- *Loading of Outbound Shipment

CALCULATION OF MATERIAL HANDLING:

Total LBS. (200 lbs. Minimum) _____ lbs. x Rate (0.56) = \$ _____

SMALL PACKAGE SHIPMENTS NOT EXCEDING 100 LBS (Fed Ex, UPS, Etc.)

First Package \$40.00 Second Package \$20.00 Additional Package \$20.00

SMALL PACKAGE CALCULATION OF MATERIAL HANDLING

First Package (100 lbs. Max.)	\$ 40.00	\$ _____
Second Package (100 lbs. Max.)	\$ 20.00	\$ _____
Each Additional Package	\$20.00 ea.	\$ _____
Total Packages _____		\$ _____

We understand that your calculation is an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

EXHIBITORS ARE RESPONSIBLE FOR MAKING OWN SHIPPING ARRANGEMENTS. BLANK BOL & SHIPPING LABELS WILL BE AVAILABLE AT TRADESHOW SERVICES, INC. SERVICE DESK. TRADESHOW SERVICES, INC. ASSUMES NO RESPONSIBILITY FOR SHIPMENTS THAT DO NOT HAVE COMPLETED BOL. ANY FREIGHT NOT PICKED UP AT SCHEDULED MOVE OUT TIMES, WILL BE FORCED OUT BY ABF AT EXHIBITORS EXPENSE.

EXHIBITORS WITH OUTBOUND FREIGHT MUST COMPLETE A BOL AT THE TRADESHOW SERVICES SERVICE DESK.

PLEASE SUBMIT THIS FORM WITH FULL PAYMENT ON OR BEFORE DEADLINE DATE

TOTAL ESTIMATE CHARGES \$ _____

DIRECT SHOWSITE EXHIBIT MATERIAL

TO: _____
COMPANY NAME

EXHIBITION

BOOTH NUMBER

CARRIER NUMBER OF PIECES

C/O Tradeshow Services, Inc.
WRIGHT STATE UNIVERSITY NUTTER CENTER
3641 COLONEL GLENN HWY.
DAYTON, OH 45435

MUST ARRIVE ON: SEPT. 12 - NOON-5:00 pm
SEPT. 13 - 8:00AM - 10:00AM



DIRECT SHOW SITE EXHIBIT MATERIAL

TO: _____
COMPANY NAME

EXHIBITION

BOOTH NUMBER

CARRIER NUMBER OF PIECES

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