



**Event Planning by Leilani, Inc.**  
P.O. Box 55593  
Del City, Ok. 73155-5593  
Ph: 405.232.0911 Fax: 405.232.3744  
Email: [bernie@eventdecorating.com](mailto:bernie@eventdecorating.com)  
Web Site: [www.eventdecorating.com](http://www.eventdecorating.com)

Dear Exhibitor,

Event Planning by Leilani, Inc is pleased to inform you that we have been selected as the Official Decorator for IIA of Oklahoma

The Association is providing the following items :

- 8' backwall,
- 3' side rail,
- I.D. Sign,
- (2) chairs,
- 6' Skirted tbl,

Enclosed are the following forms for your convenience.

- 1 Additional Booth Furnishing Order Form.
- 2 Inbound Shipping Information
- 3 Outbound Shipping Information
- 4 Credit card Payment Form

Pre-Show Discount Deadline

- Wednesday, May 1, 2024
- Wednesday, May 1, 2024
- Wednesday, May 1, 2024

In order to receive the pre-show order discount, please note the deadlines above. All orders received after 4:00pm on the discount date, will automatically be charged floor pricing.

We request that you adhere to the following;

- 1 Do not pin, staple, poke holes, or tape to drape and/or skirting, to avoid any additional charges.
- 2 Note the exhibitor set-up times, as the room will not be available until specified time.
- 3 Any shipments scheduled to be delivered to our facility may be shipped up to 30 days in advance of set up date and must arrive no later than 1 day prior to our set up date. These dates will also be on the Inbound shipping form.

If you are in need of any speciality items not listed on the Booth Furnishing Form, or any other service, please feel free to contact us at the number above.

We are looking forward to serving you and making your set-up go as smoothly as possible.

Thank you,

***Bernie Stendebach***

Trade Show Mgr.



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**Additional Booth Order Form For:**  
**IIA of Oklahoma**

Qty	Item Description	Advance Pricing	Floor Pricing	Extended Total
	4' Table Topped Only	\$15.00	\$22.50	
	4' Table Topped and Raised to 42"	\$20.00	\$30.00	
	4' Table Topped and Skirted	\$29.00	\$43.50	
	4' Table Topped, Skirted, and Raised to 42"	\$37.00	\$55.50	
	6' Table Topped Only	\$17.00	\$25.50	
	6' Table Topped and Raised to 42"	\$22.00	\$33.00	
	6' Table Topped and Skirted	\$31.00	\$46.50	
	6' Table Topped, Skirted, and Raised to 42"	\$39.00	\$58.50	
	8' Table Topped Only	\$19.00	\$28.50	
	8' Table Topped and Raised to 42"	\$24.00	\$36.00	
	8' Table Topped and Skirted	\$33.00	\$49.50	
	8' Table Topped, Skirted, and Raised to 42"	\$41.00	\$61.50	
	Wooden Bar Stools	\$8.50	\$12.75	
	Additional Charcoal Folding Side Chairs	\$2.50	\$3.75	
	Wastebasket with 3 liners	\$5.00	\$7.50	
	30" round by 29" tall round table	\$12.00	\$18.00	
	30" round by 42" tall round table	\$15.00	\$22.50	
	48" round by 29" tall round table	\$15.00	\$22.50	
	90" Round for above 3 tables <input type="checkbox"/> White <input type="checkbox"/> Black	\$18.00	\$27.00	
	Carpet Not Available			
	Facility has in-house electric			

**In order to receive Advance Pricing, all ordered must be received by** Wednesday, May 1, 2024  
 All Orders must be paid in full prior to items being placed in your booth.  
 All orders received without pre-payment will be considered ordered at floor pricing.

**Note: If you do not receive a confirmation or paid invoice within 48 hours, your order was not received.**

Exhibitor releases Event Planning by Leilani, Inc. of any responsibility for items moved or not set up by Event Planning by Leilani, Inc.

<b>Sub Total</b>	
<b>Tax @ 8.63%</b>	
<b>Total Due</b>	

\_\_\_\_\_ **Company Name** \_\_\_\_\_ **Contact Phone** \_\_\_\_\_

<b>Booth # if known</b>	
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## Inbound Shipping Information and Instructions

**Return this form only if Shipping to Advance Warehouse.**

### 1 Shipping to Advance Warehouse

- a We will accept Shipments to up to 30 days prior to exhibitor set-up date & up to 4 business days prior to set-up date at discounted rates.
- b All Shipments received on day of set-up will be charged an additional \$ 30.00 handling fee and an additional \$ 30.00 delivery fee.
- c If show is out of the Oklahoma City Metro Area, shipment will be refused or not delivered.
- d All shipments sent to advance warehouse, will be placed in your booth at time of set-up.

### 2 Inbound Charges if shipped to advance warehouse.

- a \$ 75.00 per 100# if received in our warehouse by **Friday, May 3, 2024**
  - 1 All shipments rounded up to next highest 100#
  - 2 Weights determined by UPS, Fex-Ex, or Freight bill
- b \$ 100.00 per 100# if received in our warehouse after. **Friday, May 3, 2024**
- c Minimum Charge of \$ 100.00

### 3 Shipping Directly to Trade Show Venue.

- a You may ship directly to the venue to the address listed below.
- b Shipments may arrive up to 2 business days prior to show date.

Facility Shipping Address is:

Your Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 C/O Oklahoma City Convention Center  
 100 Mick Cornett Dr.  
 Oklahoma City, Ok. 73109  
 Ph: (405) 768-4037

<b>Company Name:</b> _____	
<b>Show Name:</b> IIA of Oklahoma	
Booth # if known _____	
Carrier Please Check One <input type="checkbox"/> U.P.S. <input type="checkbox"/> Fed-ex <input type="checkbox"/> Truck Line	
Advanced Warehouse Arrival Date: _____ Est.Weight _____ # of Pieces _____	
<b>Advance Warehouse Shipping Address</b>	<b>Receiving Hours.</b>
Your Company Name	Monday thru Friday
C/O Event Planning by Leilani, Inc.	10:00 am till 4:00 pm.
1601 Exchange Ave.	
Oklahoma City, Ok. 73108	
Ph: 405.232.0911	
<b>Do you wish to use our Return freight Service?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If you checked yes above, please fill out OutBound Shipping information</b>	



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**Outbound Shipping Information and Instructions**

**Return this form only if you choose to use Event Planning by Leilani as your return shipping agent.**

- 1 Will Return Shipping labels be provided?  Yes  No
- 2 We will provide a return shipping authorization form to your on-site representative authorizing Event Planning by Leilani to act as your shipping agent.
- 3 Place all items to be returned in one area of your booth and place the above form on top of shipment.
- 4 All shipments will be shipped out within 2 business days from end of show.
- 5 Outbound shipping charges of \$75.00 will be charged to the credit card provided after shipment leaves our facility.
- 6 All transportation charges will be charged to the account below.

**Out Bound Shipping Information**

Fill in the information below, only if you wish to use Event Planning by Leilani, Inc as your shipping agent.

Return my shipment to:

Company Name: \_\_\_\_\_

Attention: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Check Type of Service Requested**

Fed- EX	
<input type="checkbox"/>	First Overnight
<input type="checkbox"/>	Priority Overnight
<input type="checkbox"/>	Fed-Ex 2 day
<input type="checkbox"/>	Fed-Ex Ground
<input type="checkbox"/>	Fed-Ex 1-Day Freight
<b>Fed-Ex Account #</b>	

UPS	
<input type="checkbox"/>	Next Day Air
<input type="checkbox"/>	2nd Day Air
<input type="checkbox"/>	3 Day Select
<input type="checkbox"/>	Ground
<input type="checkbox"/>	Freight over 150#
<b>UPS Account #</b>	

Common Carrier
Carrier Name
<b>Carrier Phone number</b>
All shipments not specified will be shipped Via YRC collect

**Terms and Conditions**

The staff of Event Planning by Leilani, Inc will make every effort to arrange for the efficient and safe portage of shippers goods via the carrier of their choice. The shipper acknowledges that Event Planning by Leilani Inc is merely acting as the shipper's agent in providing this service. Event Planning by Leilani Inc will not be liable for special, incidental, or consequential damage to the goods, delay in shipping, misdirection of shipments, improper packing, or any other problem related with the shipping of said goods to their final destination.

The above signed person, hereby authorizes Event Planning by Leilani Inc to pick up said freight and releases Event Planning by Leilani Inc for any liability as stated above.

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## Credit Card Payment Authorization Form

### Instructions:

1. Please Print Clearly or type.
2. Enter the Actual Name off of the Card being used.
3. Enter the billing address of the card.
4. Enter the 3 digit SVC code or 4 digit if card is an American Express.
5. We accept Visa, MasterCard, American Express, Discover, or you may also send your payment via PayPal to bernie@eventdecorating.com

Company Name: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please enter the credit card number in the boxes above without dashes.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Month: \_\_\_\_\_ Year \_\_\_\_\_ 3 or 4 digit code \_\_\_\_\_

Please use the 3 digit code on Visa, M/C, & Discover found on back of Card.

Please use the 4 digit code on Amex on the front of the card.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Card Holders Phone Number

<input type="text"/>
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Total of all forms

<input type="text"/>
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3.5% cc. convenience fee

<input type="text"/>
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Estimate Charge to card

### Imporant Notice:

1. By Signing below, you authorize Event Planning by Leilani, Inc. to charge the above listed CC.
2. All Digital Signatures are considered legal and binding.
3. Event Planning by Leilani, Inc, complies with all Federal, State, and Local Laws to protect your privacy and credit card information.
4. All Invoices will be sent to the Email Address listed above.
- 5  Check here if you wish for us to securly save your CC info for future use.

\_\_\_\_\_  
Signature of Card Holder

\_\_\_\_\_  
Date:

Receipt will be emailed to the address above.