



Midwest
Decorating Co. Inc.

1510 S Memorial Dr, TULSA, OK 74112-7039
918.584-0988 Fax 918.585-9157

EXHIBITION SERVICES

Each booth will consist of:
8 foot tall back wall drape and 3 foot tall side divider drape,
One 6 foot table, Two folding chairs and
One 7 inch x 40 inch identification sign.

THIS IS A CARPETED FACILITY

Use the enclosed forms only if ordering additional rentals or services.

Orders and payment for all services must reach our office no later than 12:00 noon on

Services are not rendered until payment is received in full including state and local tax
...or proof of tax-exempt status. Tax is calculated according to city and/or facility location of each event.

Sales tax rate for this event will be:

Purchase orders are accepted on approval only and are invoiced at the standard rate.

**WE MUST RECEIVE A READABLE IMAGE OF YOUR SIGNED FORMS BY FAX, MAIL, EMAIL OR IN
PERSON AT OUR TULSA OFFICE AS ORDER VERIFICATION.**

FAX: 918.585.9157

EMAIL: orders@midwest-expo.com

USPS: see payment data form for mailing address

All orders must include any filled order forms and the "Payment Data" form.

Visa, MasterCard, Discover, American Express and checks are accepted.
All charges MUST be prepaid and Credit Card data must be on file with your order.

Advance Exhibit Freight must arrive at Midwest Decorating warehouse on or before

Damage to any Midwest Decorating Inc rental items will be charged to the credit card on file or invoiced directly
to the address on file.





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Furniture Rental (carpeted facility)

Please Print Clearly

>>> REQUIRED >>> Setup Date & Time -> <<<

WE MUST KNOW THE DATE AND APPROX. TIME OF YOUR SETUP ARRIVAL TO SCHEDULE YOUR RENTALS AND SERVICES

Company Name..... Booth Number.....
Street Address..... City, State & Zip.....
Ordered By (print)..... Date.....
Signature..... Phone..... Cell.....
Email Address.....

Prices are for the duration of the show. All equipment is on rental basis and includes delivery to your booth and removal at the close of the show.
All material will remain the property of Midwest Decorating Company and should be left safely at your booth at the close of the show.
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Quantity		Standard Rate
30" tall display tables		
.....4' table UNSKIRTED with white vinyl applied to top		\$ 84.00
.....6' table UNSKIRTED with white vinyl applied to top		96.00
.....8' table UNSKIRTED with white vinyl applied to top		109.00
.....4' table SKIRTED 3 SIDES with white vinyl applied to top ...	Circle your color choice (colors apply to all tables)	99.00
.....6' table SKIRTED 3 SIDES with white vinyl applied to top ...	Red - Gold - Blue - Plum - Teal - Black	118.00
.....8' table SKIRTED 3 SIDES with white vinyl applied to top ...	Burgundy - Silver - Hunter Green - Dusty Rose	125.00

42" tall display tables		
.....4' table UNSKIRTED with white vinyl applied to top		\$ 104.00
.....6' table UNSKIRTED with white vinyl applied to top		116.00
.....8' table UNSKIRTED with white vinyl applied to top		129.00
.....4' table SKIRTED 3 SIDES with white vinyl applied to top ...	Circle your color choice (colors apply to all tables)	119.00
.....6' table SKIRTED 3 SIDES with white vinyl applied to top ...	Red - Gold - Blue - Plum - Teal - Black	138.00
.....8' table SKIRTED 3 SIDES with white vinyl applied to top ...	Burgundy - Silver - Hunter Green - Dusty Rose	145.00

Additional Rental Items		
.....Your table skirted on 3 sides plus white vinyl on top (requires stapling to your table)		\$ 76.00
.....Your table skirted on 3 sides (requires stapling to your table)		64.00
.....Folding chair		39.00
.....Bar stool		99.00
.....Waste basket		24.00
.....Sign easel		48.00
.....Bistro Table		99.00

Carpet		
.....10 foot X 10 foot	Circle your color choice (colors apply to all carpet)	\$ 143.00
.....10 foot X 20 foot	Red - Blue - Black	275.00
.....10 foot X 30 foot		413.00
.....BULK carpet - per sq. yard (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)		13.00
.....Carpet PAD - per sq. yard (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)		9.90
.....Visqueen - per sq. yard (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)		4.40

All charges MUST be prepaid and Credit Card must be on file with this order.

Make check payable to Midwest Decorating Company Inc.

Prepaid Order **Must Be Received** by the date listed for discount.

Items cancelled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

Sub Total \$ _____

Sales tax will be added on "Payment Data" form

PAYMENT: Refer to "Payment Data" form





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Miscellaneous Rental Items

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Quantity Standard Rate

Hard-wall Fabric Panels

..... Vertical Panels 4ft wide x 8ft tall \$ 125.00
..... Horizontal Panels 8ft wide x 4ft tall 125.00

Additional Drape (per linear foot - 10 foot minimum)

Feet of 8 foot tall drape
(10 foot minimum)

Circle your color choice (colors apply to 3' & 8' tall drape)
Red - Gold - Blue - Plum - Teal - Black
Burgundy - Silver - Hunter Green - Kelly Green - Dusty Rose
\$ 8.80 / foot
8.80 / foot

Feet of 3 foot tall drape
(10 foot minimum)

Specialty Items

..... Ticket Tumbler \$ 84.00
..... Ballot Box 65.00
..... Chrome Stanchion (please call for quantity discount) 25.00
..... Velour Rope for Chrome Stanchion (please call for quantity discount) 25.00

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EXHIBITION SERVICE CONTRACTORS

Sub Total \$ _____

**Sales tax will be added on
"Payment Data" form**

PAYMENT: Refer to "Payment Data" form





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Advance Freight & Material Handling

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	No. of Pieces	Total Weight	Rate	Total	
Advance shipment to warehouse			\$0.90 per pound	\$	\$50.00 minimum per shipment
Freight RETURNING to our warehouse for outbound shipment			\$0.35 per pound	\$	\$50.00 minimum

No sales tax
for Freight and Material Handling

Advance Shipment sample label

Must Arrive on or before:

Your Company Name	Booth Number
c/o Midwest Decorating Company Inc.	
1510 S. Memorial Dr.	
Tulsa OK 74112	

All charges MUST be prepaid and Credit Card must be on file with this order.

Make check payable to Midwest Decorating Company Inc.

- 1 - Valid weight ticket must accompany all shipments.
- 2 - Public halls and hotels are not equipped to handle or store freight prior to exhibitor move in.
- 3 - Late shipments are subject to additional handling charges.
- 4 - Our services include off-loading at our dock or public facility dock, delivery to your booth, removal and storage of empty containers during show hours, return of properly labeled containers at end of show and loading out on carriers' trucks at show site.
- 5 - All shipments should be insured by the exhibitor from the time the freight leaves the point of origin until the shipment returns to the exhibitor after the end of the event.
- 6 - Midwest Decorating Co. is not responsible for shipments left in your booth. We will ship these as your carrier arrives to load provided that your company representative has made prior arrangements to do so.
- 7 - If your carrier fails to pick up your shipment, Midwest Decorating Co. reserves the right to reroute such shipments or haul them to our warehouse pending advise from the exhibitor, who will be charged accordingly for this service. MDC will not assume liability as a result of these changes.
- 8 - Midwest Decorating will not be responsible for damage to improperly packed materials whether visible or concealed or for theft or loss of any materials.

Freight Collect Shipments WILL NOT be received

Midwest Decorating is not equipped to handle refrigerated or frozen shipments

All shipments must arrive with original copies of empty and laden weight tickets from a certified scales.

MIXED SHIPMENTS must have separate empty and laden weight tickets for each exhibitor within that shipment.

PAYMENT: Refer to "Payment Data" form

Material Handling Rate for moving freight **AFTER** it has been delivered to the booth is \$120.00 per hour straight time and \$180.00 per hour overtime > **1/2 hr minimum.**





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 Email Address (required for secure billing)

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RENTAL SERVICES

\$ Amount

Furniture Rental	(add tax below)	
Miscellaneous Rental	(add tax below)	
RENTAL SERVICES SUBTOTAL		\$
Sales Tax		\$
RENTAL SERVICES TOTAL		\$

PAYMENT BY CHECK

Fill in necessary forms and make check payable to order of:
 Midwest Decorating Company, Inc.

Then mail signed forms and check to: Midwest Decorating Co., Inc
 1510 South Memorial
 Tulsa, OK 74112

PAYMENT BY CREDIT CARD

MAIL IN:

Fill in necessary forms including PAYMENT DATA FORM then mail to above address. We'll send an email invoice through INTUIT with a secure payment link.

FAX IN:

Fill in necessary forms including PAYMENT DATA FORM then fax to **918-585-9157**. We'll send an email invoice through INTUIT with a secure payment link.

EMAIL:

Step1: Fill in necessary forms including PAYMENT DATA FORM then scan / take photos of all filled pages and email to: **orders@midwest-expo.com**

Step2: We'll send an email invoice through INTUIT with a secure payment link.

LABOR SERVICES

\$ Amount

Advance Freight & Material Handling	(no sales tax)	
NO SALES TAX ON LABOR SERVICES		XXXXXXXXXXXXXXXXXX
LABOR SERVICES TOTAL		\$

	\$ Amount
RENTAL SERVICES TOTAL ABOVE (tax included)	
LABOR SERVICES TOTAL ABOVE (no sales tax)	
TOTAL DUE	\$

WE MUST RECEIVE READABLE IMAGES OF YOUR SIGNED FORMS AS VERIFICATION BEFORE YOUR ORDER CAN BE PROCESSED.

