



Event Planning by Leilani, Inc.

P.O. Box 55593

Del City, Ok. 73155-5593

Ph: 405.232.0911

Fax: 405.232.3744

Toll Free: 1.888.752.6726

Email: bernie@eventdecorating.com

Web Site: 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 Oklahoma Sheriff's Association

The Association is providing the following items :

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

Booth Size 10w x 6d

Enclosed are the following forms for your convenience.

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

Pre-Show Discount Deadline

Monday, July 29, 2019

Monday, July 29, 2019

Monday, July 29, 2019

Monday, July 15, 2019

Monday, July 29th, 2019

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:
Oklahoma Sheriff's Association**

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	
	Electric to Booth	\$35.00	\$45.00	

In order to receive Advance Pricing, all ordered must be received by Monday, July 29, 2019
 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.

Sub Total	
Tax @ 8.625%	
Total Due	

Company Name _____ **Contact Phone** _____

Booth # if known	
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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 **Wednesday, July 31, 2019**
 - 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. **Tuesday, July 30, 2019**
- 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 Reed Center
 5600 Will Rogers Road
 Midwest City, Ok. 73110
 Ph: 405.455.1809

Company Name: _____

Show Name: **Oklahoma Sheriff's Association**

Booth # if known _____

Carrier Please Check One U.P.S. Fed-ex Truck Line

Advanced Warehouse Arrival Date: _____ Est.Weight _____ # of Pieces _____

Advance Warehouse Shipping Address	Receiving Hours.
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	

Do you wish to use our Return freight Service? Yes No

If you checked yes above, please fill out OutBound Shipping information



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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
Fed-Ex Account #	

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#
UPS Account #	

Common Carrier
Carrier Name
Carrier Phone number
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.

Balloon Decoration Order Form.

Please remit payment to Event Planning by Leilani with your order. Full payment is required at time of order. Choice of Colors are not guaranteed if order is received less than 2 weeks before vendor move in. Credit Card orders are acceptable. Order may be cancelled up to 7 days prior to move in, but 25% of purchase price is considered a retainer and is therefore non-refundable.

Description	Cost Ea.	Qty	Total Cost
8' tall balloon column with 3' topper (see Pic 3)	\$95.00		
20' String of Pearl arch (See Pic 1)	\$45.00		
20' Full Arch (See Pic 2)	\$225.00		
Single Helium balloons attached to 5' ribbon and treated to keep balloons floating up to 3x longer. (8) 11" balloons topped with (1) 24" balloon as bouquet to set around booth Speciality balloon décor to match Convention Theme	\$2.25 Call		
Sub total			
Tax @ 9.1%			
Total			



Picture 1



Picture 2



Picture 3

Your choice of colors:

and

and

Company Name:

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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 Address where the Credit Card bill is sent.
- 4 Enter the 3 digit Security Verification Code (SVC)
This can be found on the back of your card after the account number.
On American Express it may be a 4 digit number on the front.
- 5 We accept Visc/MC, American Express, and Discover

Company Name: _____

Name on Card: _____

Billing Address: _____

City: _____

State: _____

Zip: _____

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Please enter the credit card number in the boxes without dashes above.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Month

Year

3 or 4 digit Code

\$

Total of all forms with tax

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

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

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Card Holders Phone number

\$

\$3.50 CC fee for all orders under \$ 50.00

All orders received after discount deadline will automatically be charged floor pricing.

We will contact you if the estimated amount is \$ 15.00 over actual amount prior to processing your credit card.

\$

Estimated Chg to card

The Above information will be Shredded after processing credit card

Signature of Card Holder _____

Date _____

By signing above, the above card holders authorizes Event Planning by Leilani, Inc. to charge the above credit card. All faxed signatures are considered to legal and binding.

Event Planning by Leilani Inc. Complies with all Federal, State, and Local Laws to protect your privacy and credit card information.

If you wish to have a receipt, please specify method.

- email acrobat reader
 Fax
 U.S. Mail
 Leave at show

Email Address _____