



Midwest
Decorating Co. Inc.

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

Furniture Order

Print Clearly

Date/Time you will set up

190301

Oklahoma Library Assn. Annual Conference

March 13-15, 2019

Company Name Booth No.
Street Address City, State & Zip
Ordered By (print) Date
Signature Phone Fax
Email Address Cell Phone

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 - Prices are for the duration of the show.

Quantity		DISCOUNT Rate	Standard Rate
	30" tall UNDRAPED display tables	Through ...Tue. Feb. 26, 2019	
.....	4' table	\$ 50.00	\$ 65.00
.....	6' table	60.00	75.00
.....	8' table	70.00	85.00
.....	Table Leg Extensions ...set of 4 (raises table to 42" tall)	25.00	32.00

	30" tall DRAPED display tables ...skirted 3 sides with white vinyl top		
.....	4' table Circle your color choice (colors apply to all tables)	65.00	77.50
.....	6' table Red - Gold - Blue - Plum - Teal - Black	75.00	92.50
.....	8' table Burgundy - Gray - Hunter Green - Dusty Rose	82.00	98.00
.....	Table Leg Extensions ...set of 4 (raises table to 42" tall)	38.50	46.00

Additional Rental Items

.....	Your table skirted on 3 sides plus white vinyl on top	50.00	60.00
.....	Your table skirted on 3 sides	40.00	50.00
.....	Side chair	26.00	30.00
.....	Arm chair	35.00	47.50
.....	Bar stool	55.00	77.50
.....	Waste basket	12.00	18.00
.....	Sign easel	28.00	37.00

Carpet

.....	10 foot X 10 foot Circle your color choice (colors apply to all carpet sizes)	78.00	112.00
.....	10 foot X 20 foot Burgundy - Hunter Green	154.00	216.00
.....	10 foot X 30 foot Red - Blue - Gray	234.00	324.00
.....	BULK carpet ...per sq. yard (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)	6.00	9.00
.....	Carpet PAD ...per sq. yard (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)	4.50	6.50
.....	Visqueen ...per sq. yard (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)	1.80	2.40

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	\$ _____
8.75 % Tax	\$ _____
Total Due	\$ _____

PAYMENT: Refer to "Payment Data" form



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Miscellaneous Items

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Quantity	DISCOUNT Rate	Standard Rate
	<i>Through ...Tue. Feb. 26, 2019</i>	
Hard-wall Fabric Panels		
..... Vertical Panels 4ft wide x 8ft tall	\$ 75.00	\$ 95.00
..... Horizontal Panels 4ft tall x 8ft wide	85.00	105.00

Additional Drape per foot

Feet of 8 foot tall drape	4.50 per foot	5.75 per foot
Circle your color choice (colors apply to 3' & 8' tall drape) Red - Gold - Blue - Plum - Teal - Black Burgundy - Gray - Hunter Green - Kelly Green - Dusty Rose		
Feet of 3 foot tall drape	4.50 per foot	5.75 per foot

Specialty Items

..... Ticket Tumbler	52.00	65.00
..... Ballot Box	40.00	50.25
..... Chrome Stanchion	35.00	46.00
..... Velour Rope for Chrome Stanchion	35.00	46.00

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I&D Labor

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I&D Labor

Straight Time **\$70.00** per hour 4 Hour Minimum per man Straight time is from 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. All other hours are at the overtime rate.
Overtime **\$105.00** per hour

- Install exhibit **WITH** exhibitors' supervision. Note: exhibitor MUST check in at service desk to obtain labor.
- Install exhibit **WITHOUT** exhibitors' supervision... **Add 25%** to charges. Note: proper instruction must be given and although the utmost care will be exercised, MDC will not be responsible for any resulting damage, loss or excessive time or improper installation.

Number of Men	X	Hours Straight Time per Man	Hours Overtime per Man	Total Installation
			\$	
Day and Date of Labor Call			Approximate Call Time	

- Dismantle exhibit **WITH** exhibitors' supervision. Note: exhibitor MUST check in at service desk to obtain labor.
- Dismantle exhibit **WITHOUT** exhibitors' supervision... **Add 25%** to charges. Note: proper instruction must be given and although the utmost care will be exercised, MDC will not be responsible for any resulting damage, loss or excessive time or improper installation.

Number of Men	X	Hours Straight Time per Man	Hours Overtime per Man	Total Dismantle
			\$	
Day and Date of Labor Call			Approximate Call Time	

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Freight & Material Handling

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	No. of Pieces	Total Weight	Rate	Total	
Advance shipment to warehouse			\$ 0.70 per pound	\$	\$40.00 minimum per shipment
Freight RETURNING to our warehouse for outbound shipment			\$ 0.24 per pound	\$	\$40.00 minimum

Advance Shipment *sample label*
Must Arrive on or before **Tue. March 12, 2019**

Your Company Name	Booth Number
Oklahoma Library Assn Annual Conference c/o Midwest Decorating Company Inc. YRC Freight Warehouse 8000 SW 15th Oklahoma City OK 73128	

PAYMENT: Refer to "Payment Data" form

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.

Material Handling Rate for moving freight AFTER it has been delivered to the booth is \$83.00 per hour straight time and \$124.00 per hour overtime... 1/2 hr minimum.



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Pop.Up Displays

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	Quantity	Standard Rate
10 foot Full Size PopUp		
92" tall Black fabric panels ...with lights	with Fabric panels	\$ 400.00
	with Custom Graphic panels	\$ 1,490.00
8 foot Full Size PopUp		
92" tall Black fabric panels ...with lights	with Fabric panels	\$ 350.00
	with Custom Graphic panels	\$ 1,750.00
8 foot Tabletop PopUp		
60" tall Black fabric panels ...with lights	with Fabric panels	\$ 300.00
	with Custom Graphic panels	\$ 940.00
6 foot Tabletop PopUps		
60" tall fabric panels ...with lights	with Fabric panels	\$ 250.00
Available in Black, Royal Blue or Light Blue	with Custom Graphic panels	\$ 650.00



Prices are for the duration of the show and include set up and dismantle. All materials remain property of Midwest Decorating and are subject to availability. Graphic prices are based on receipt of your camera ready art 10 days before completion. Artwork services are available at \$60.00 per hour rate. Rush service is available.

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Services \$ Amount

Furniture <i>(add tax below)</i>	
Miscellaneous <i>(add tax below)</i>	
Cleaning Service	
I&D Labor / Forklift...	XXXXXXXXXX
...Installation Labor	
...Dismantle Labor	
Freight & Material Handling	
Pop.Up Exhibits <i>(add tax below)</i>	
Tax 8.750%	\$
TOTAL	\$



PAYMENT BY CHECK

Make check payable to order of...
Midwest Decorating Company, Inc.

mail to:
1510 South Memorial
Tulsa OK 74112



PAYMENT BY CREDIT CARD

Fill in information BELOW.

For your security this form will be shredded
when we have completed this event

Credit Card: <i>circle one</i>		EXPIRES: Month. Year	
MC - Visa - AmEx - Disc	CARD No.	Security Code.....	
Name on card <i>(Print)</i>	Zip Code on card billing	Authorized Signature	