



Midwest
Decorating Co. Inc.

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

190302

2019 Tulsa Home & Garden Show

March 7-10, 2019

River Spirit Expo Bldg - Expo Square

Tulsa, Oklahoma

Each 10' x 10' booth will consist of 8 foot tall back wall drape, 3 foot tall side divider drape and one 7 inch x 40 inch identification sign.

Use the enclosed forms only if ordering additional services.

Orders and payment for all services must reach our office no later than 12:00 noon
Wednesday, February 27, 2019

**EARLY DISCOUNT orders and payment must be received no later than
Wednesday, February 20, 2019**

Services are not rendered until payment is received in full including state and local tax at the...
Tax Rate of 8.517%
...or proof of tax-exempt status. Tax is calculated according to city and/or facility location of each event.

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

PHONE ORDERS *WILL NOT* BE ACCEPTED.

Orders may be placed by **FAX** at **918.585.9157** with the credit card and payment forms.

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
Wednesday, February 27, 2019

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.

EXHIBITIONS SERVICE CONTRACTORS



midwest-expo.com



Midwest
Decorating Co. Inc.

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

Furniture Order

Print Clearly

Your set up Date /Time

190302

2019 Tulsa Home & Garden Show

March 7-10, 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		
<i>Through Wed. Feb .20, 2019</i>		
..... 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) 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	\$ _____
8.517 % Tax	\$ _____
Total Due	\$ _____

PAYMENT: Refer to "Payment Data" form on last page



Midwest
Decorating Co. Inc.

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

Miscellaneous Items

Print Clearly

190302

2019 Tulsa Home & Garden Show

March 7-10, 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 Through Wed. Feb .20, 2019	Standard Rate
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		
Feet of 3 foot tall drape	Burgundy - Gray - Hunter Green - Kelly Green - Dusty Rose	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

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.

Sub Total	\$ _____
8.517 % Tax	\$ _____
	\$ _____

EXHIBITION SERVICE CONTRACTORS

PAYMENT: Refer to "Payment Data" form on last page



Midwest
Decorating Co. Inc.

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

Cleaning Service Order

Print Clearly

190302

2019 Tulsa Home & Garden Show

March 7-10, 2019

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

The association and exhibit hall do not provide cleaning service inside your booth space. The building maintenance crew will clean carpet or concrete floors in the aisles only. If you desire cleaning in your booth please specify by filling out the following information.

The Cleaning Rate is **\$0.30 per square foot** for each cleaning.
This rate includes vacuuming of your booth and emptying of wastebaskets.

Daily Cleaning

One Time Cleaning Only

Day of Week	Date
-------------	------

Sq. Footage of Booth	X	\$0.30 per sq. foot	X	Number of Days	=	\$	Total
----------------------	---	---------------------	---	----------------	---	----	-------

\$30.00 minimum per day

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

Make check payable to Midwest Decorating Company Inc.

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

EXHIBITION SERVICE CONTRACTORS

PAYMENT: Refer to "Payment Data" form on last page

midwest-expo.com



Midwest
Decorating Co. Inc.

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

I&D Labor / Forklift Order

Print Clearly

190302

2019 Tulsa Home & Garden Show

March 7-10, 2019

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

I&D Labor

Straight Time **\$65.00** 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 **\$97.00** 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	

IN BOOTH Forklift Service with Driver ...4000 lb capacity

When ordering freight moved **TO** or **FROM** your booth use the **Freight & Material Handling** form... *You must have the weight!*

Straight Time **\$90.00** per hour 1/2 Hour Minimum Forklift is not available in every public facility ...please check with show management prior to ordering forklift service.
Overtime **\$124.00** per hour

Number of Forklifts	Hours Straight Time	Hours Overtime	Total
		\$	
Day and Date of Forklift Call		Approximate Call Time	

All charges MUST be prepaid and Credit Card must be on file with this order.
 Make check payable to Midwest Decorating Company Inc.
 Items cancelled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

PAYMENT: Refer to "Payment Data" form on last page



Midwest
Decorating Co. Inc.

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

Freight & Material Handling

Print Clearly

190302

2019 Tulsa Home & Garden Show

March 7-10, 2019

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

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

Advance Shipment *sample label*
Must Arrive on or before **Wed. Feb. 27, 2019**

Your Company Name	Booth Number
2019 Tulsa Home & Garden Show	
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 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.

EXHIBITION SERVICE CONTRACTORS

PAYMENT: Refer to "Payment Data" form on last page



Banner Installation

Print Clearly

190302

2019 Tulsa Home & Garden Show

March 7-10, 2019

Company Name Booth No.

Street Address City, State & Zip

Ordered By (print) Date

Signature Phone Fax

Email Address Cell Phone

All Orders must be prepaid to Midwest Decorating Inc.
Banners will be installed Monday, Tuesday & Wednesday evening ONLY!

Banners must be fully assembled, with harness, and placed in your booth in the position and direction that they are to be hung

All banners requiring more than one hanging line will be charged
\$25 per additional line.

Quantity	DISCOUNT Rate <i>Through ..Wed. 2.20.19</i>	Standard Rate
Banners Installed with ONE Hanging Line Each	\$ 175.00	\$ 225.00
Additional Hanging Lines	\$ 25.00	\$ 25.00

Sub Total	\$ _____
8.517 % Tax	\$ _____
Total Due	\$ _____

Your Banner / Sign will be lowered **Sunday** night and left in your booth.

All banners / signs MUST be removed from show site by Noon on Monday

(Midwest Decorating is NOT responsible for your signs / banners after they are left in your booth)

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

Make check payable to Midwest Decorating Company Inc.

Payment **Must Be Received** by the date listed to receive the discount.

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

EXHIBITION SERVICE CONTRACTORS

PAYMENT: Refer to "Payment Data" form on last page



Midwest
Decorating Co. Inc.

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

Pop.Up Displays

Print Clearly

190302

2019 Tulsa Home & Garden Show

March 7-10, 2019

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

10 foot Full Size PopUp

92" tall Black fabric panels ...with lights

	Quantity	Standard Rate
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

Available in Black, Royal Blue or Light Blue

with Fabric panels	\$ 250.00
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.

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	\$ _____
8.517 % Tax	\$ _____
Total Due	\$ _____

PAYMENT: Refer to "Payment Data" form on last page



Midwest
Decorating Co. Inc.

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

Payment Data

Please Print Clearly

190302

2019 Tulsa Home & Garden Show

March 7-10, 2019

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



PAYMENT BY CHECK

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

mail to:
Midwest Decorating Company, Inc.
1510 South Memorial
Tulsa OK 74112



PAYMENT BY CREDIT CARD

Fill in information BELOW.

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	
...In Booth Forklift	
Freight & Material Handling	
Banner Installation	
Pop Up Displays <i>(add tax below)</i>	
Tax 8.517% \$	
TOTAL \$	

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	