



Midwest
Decorating Co. Inc.

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

200401

Oklahoma Library Association Annual Conference

April 23-24, 2020

Tulsa Hyatt Hotel

Tulsa Oklahoma

Each 10' x 10' booth will consist of one 6 ft draped table, two side chairs, 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
Monday April 20, 2020

**EARLY DISCOUNT orders and payment must be received no later than
Monday April 6, 2020**

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

Monday April 20, 2020

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

MDC.04.18



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Furniture Order 2020

Print Clearly

Your set up Date /Time

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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 Mon. April 6, 2020	
.....	4' table	\$ 58.00	\$ 76.00
.....	6' table	70.00	87.00
.....	8' table	81.00	99.00
.....	Table Leg Extensions ...set of 4 (raises table to 42" tall)	30.00	38.00

	30" tall DRAPED display tables ...draped 3 sides with white vinyl top		
.....	4' table Circle your color choice (colors apply to all tables)	76.00	90.00
.....	6' table Red - Gold - Blue - Plum - Teal - Black	87.00	107.00
.....	8' table Burgundy - Silver - Hunter Green - Dusty Rose	95.00	113.00
.....	Table Leg Extensions ...set of 4 (raises table to 42" tall)	45.00	54.00

Additional Rental Items

.....	Your table draped on 3 sides plus white vinyl on top	58.00	69.00
.....	Your table draped on 3 sides	46.00	58.00
.....	Side chair	30.00	35.00
.....	Arm chair	41.00	56.00
.....	Bar stool	64.00	90.00
.....	Waste basket	15.00	21.00
.....	Sign easel	33.00	43.00

Carpet

.....	10 foot X 10 foot Circle your color choice (colors apply to all carpet)	90.00	130.00
.....	10 foot X 20 foot Burgundy - Hunter Green	178.00	250.00
.....	10 foot X 30 foot Red - Blue - Gray	271.00	375.00
.....	BULK carpet ...per sq. yard (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)	8.00	11.00
.....	Carpet PAD ...per sq. yard (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)	6.00	9.00
.....	Visqueen ...per sq. yard (_____ ft. X _____ ft. Divided by 9 = _____ sq. yds)	3.00	4.00

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.

EXHIBITION SERVICE CONTRACTORS

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

PAYMENT: Refer to "Payment Data" form



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Freight & Material Handling 2020

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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	
Advance shipment to warehouse			\$0.81 per pound	\$	\$46.00 minimum per shipment
Freight RETURNING to our warehouse for outbound shipment			\$0.31 per pound	\$	\$46.00 minimum

Advance Shipment *sample label*
Must Arrive on or before **Mon. April 20, 2020**

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

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 \$104.00 per hour straight time and \$144.00 per hour overtime... 1/2 hr minimum.

Custom Graphics & Displays

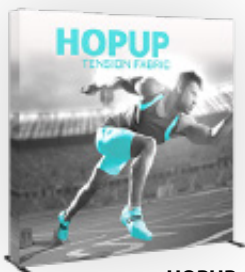
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These custom display graphics are available for purchase through our sister company **Crain Displays & Exhibits** - www.craindisplays.com.

Please contact us at **918-585-9797** or sales@craindisplays.com to purchase or for more detailed information.



HOPUP

- 8' Hopup \$850.00
- 10' Hopup \$1,050.00

Includes frame, dye-sub fabric graphic and carry bag.



TABLE THROWS

- 6' Dye-sub table throw \$220.00
- 6' Stretch table throw \$520.00

Other sizes and styles available.



EMBRACE

- 5' Tabletop Embrace ... \$1,025.00
- 8' Embrace \$1,225.00
- 10' Embrace \$1,425.00

Includes frame, channel bars, dye-sub fabric graphic and carry bag.



VINYL BANNERS

- Per square foot w/ grommets \$ 3.75
- Per square foot w/ pipe pockets \$ 3.75 + (2.50/linear ft of pocket)



XCLAIM

- 8' XClaim \$1,500.00
- 10' XClaim \$2,425.00

Includes frame, fabric graphic skins and carry bag. Other configurations available.



RETRACTABLE BANNER STANDS

- Mosquito 850 \$195.00
90 day warranty, anti-curl vinyl graphic and carry bag.
- Orient 800 \$300.00
Lifetime warranty, polypropylene graphic and carry bag.

Minimum production time for Hopup, Embrace and Exclaim is **two weeks**.

Minimum production time for Table Throws, Vinyl Banners and Retractable Banner Stands is **one week**.

Production time begins upon payment and receipt of print-ready art.

Graphic design service is available at the rate of \$70.00/hr.



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

Services	\$ Amount
Furniture <i>(add tax below)</i>	
Freight & Material Handling	
Tax 8.517%	\$
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	