



1601 South 129th West Avenue
 Sand Springs, OK 74063
 T: 918.245.8006
 F: 918.245.8007
 E: mail@event1inc.net

www.event1inc.net

SHOW INFORMATION

51st Ann. CareerTech Summer Conference

Cox Convention Center, OKC
 August 1, 2018

Official Service Contractor

Event 1 Productions, Inc.
 1601 S. 129th W. Ave.
 Sand Springs, OK 74063
 Phone: 918-245-8006
 Fax: 918-245-8007
 Email: mail@event1inc.net
 Online: www.event1inc.net

Show Location

Cox Convention Center
 1 Myriad Garden
 Oklahoma City, OK 73102

Show Information

Backwall Drape: Black
 Sidewall Drape: Black
 Table Skirting: Black

Single Booth Package (10'X10')

8' Back Drape and 3' Siderail
 1-8' Skirted Table
 2-Folding Chairs
 1-Wastebasket
 1-ID Sign (7'X40")

**Electricity is not provided with your booth package. If you need electricity please see the Cox Forms attached.
 The venue is not carpeted. Please refer to page 8 if you are in need of carpet rental.**

At the close of the show, all exhibitor orders must be paid in full.

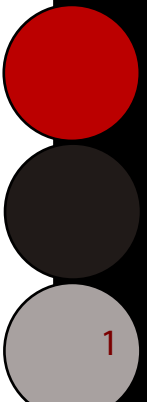
All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.

IMPORTANT DATES & TIMES:

**All dates are for 2018, unless otherwise noted. All times are Central Standard Time.
 Be sure to check all order forms for additional information and deadlines:**

| | | |
|--|--------------------------|----------------------|
| Discount Deadline (for orders received w/ payment): | _____ Wed Jul 18 | by TIME (CST) |
| Advance Shipments may begin arriving at Warehouse: | _____ Mon Jul 2 | |
| Advance Shipments will be accepted until: | _____ Fri Jul 27 | by 4:30pm (CST) |
| Direct Shipments to Exhibit Site will ONLY be accepted: | _____ Mon Jul 30 | 8:00am - 4:00pm |
| | _____ Tues Jul 31 | 8:00am - 5:00pm |
| Exhibitor Installation: | _____ Tues Jul 31 | 12:00 - 6:00pm |
| Show Hours: | _____ Wed Aug 1 | 7:30am - 3:30pm |
| Exhibitor Dismantle: | _____ Wed Aug 1 | 3:30 - 7:00pm |

Exhibitors using a non-official carrier will need to make their own arrangements for pickup. Please make sure that a company representative will be on-site to oversee the outbound shipment of your display and products. All exhibitor freight must be removed by 6:00pm on Wednesday, August 1 or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.





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SHOW INFORMATION

Shipping Addresses

Advance Shipments to Warehouse

Company Name & Booth #

51st Ann. CareerTech Summer Conf.
C/O Event 1 Productions, Inc.
ABF
1117 E Grand Blvd
Oklahoma City, OK 73129

Shipments should arrive between:

Jul 2 - 27 by 4:30pm (CST)

Direct Shipments

To Exhibit Site & for Pick-Up

Company Name & Booth #

51st Ann. CareerTech Summer Conf.
C/O Event 1 Productions, Inc.
Cox Convention Center
1 Myriad Garden
Oklahoma City, OK 73102

Shipments will be accepted only on:

Jul 30 from 8:00am - 4:00pm (CST)
Jul 31 from 8:00am - 5:00pm

Shipment Pickups will be accepted until:

Aug 1 by 6:00pm (CST)

All freight that is being delivered directly to the Cox Convention Center must be received on Jul 30 from 8:00am - 4:00pm or Jul 31 from 8:00am - 5:00pm. All freight deliveries sent directly to the facility will be received by Event 1 Productions, Inc. and are subject to Event 1 Productions, Inc. freight handling charges regardless of the consignee, as Event 1 Productions, Inc. is the official show contractor. If your freight arrives at the facility prior to the published freight receiving dates, it will not be accepted. All Freight into the 51st Ann. CareerTech Summer Conf. will require a material handling and payment form on file before arriving on show site as well as before freight will be released to exhibitors.

If you need any further assistance or have questions regarding your booth display needs, signs and banners, or other items needed that are not listed within the vendor packet please contact:

Scott Cutten, Exhibit Sales Manager

918-245-8006

918-695-5722

scutten@event1inc.net

We look forward to the opportunity to serve you and help OkACTE make this year's event a great success!

Sincerely,

Corbin H. Potter

Director of Convention Services
Event 1 Productions, Inc.



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Event 1 Productions is committed to helping each exhibitor have a successful experience...

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STANDARD BOOTH FURNITURE



Standard & Counter High Skirted Tables
(6 ft. and 8 ft. Available)



Padded Arm Chair



Folding Chair

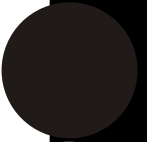
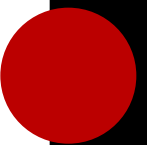


Counter
High Stool

30" Lowboy &
Highboy Tables



*Other styles available.
Styles may vary due to availability.
Payment information on following page.*





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STANDARD BOOTH FURNITURE

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name _____ 51st Ann. CareerTech Summer Conf. _____ | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

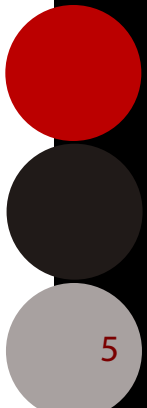
| Item Description | Discount Rate | Standard Rate | Quantity | Total |
|--|---------------|---------------------------|----------|-------|
| Padded Arm Chair | \$35.00 | \$43.75 | ___ | _____ |
| Counter High Stool | \$45.00 | \$56.25 | ___ | _____ |
| Premium Folding Chairs (Black) | \$10.00 | \$12.50 | ___ | _____ |
| Wastebaskets | \$10.00 | \$12.50 | ___ | _____ |
| 4' Table - Non-Skirted | \$50.00 | \$62.50 | ___ | _____ |
| 4' Table - Skirted | \$65.00 | \$81.25 | ___ | _____ |
| 6' Table - Non-Skirted | \$60.00 | \$75.00 | ___ | _____ |
| 6' Table - Skirted | \$75.00 | \$93.75 | ___ | _____ |
| 8' Table - Non-Skirted | \$70.00 | \$87.50 | ___ | _____ |
| 8' Table - Skirted | \$85.00 | \$106.25 | ___ | _____ |
| Convert Provided Table to Counter Height | \$35.00 | \$43.75 | ___ | _____ |
| 4' Counter High Table - Non-Skirted | \$60.00 | \$75.00 | ___ | _____ |
| 4' Counter High Table - Skirted | \$75.00 | \$93.75 | ___ | _____ |
| 6' Counter High Table - Non-Skirted | \$70.00 | \$87.50 | ___ | _____ |
| 6' Counter High Table - Skirted | \$85.00 | \$106.25 | ___ | _____ |
| 8' Counter High Table - Non-Skirted | \$80.00 | \$100.00 | ___ | _____ |
| 8' Counter High Table - Skirted | \$95.00 | \$118.75 | ___ | _____ |
| 60" Round with Linen | \$75.00 | \$93.75 | ___ | _____ |
| 30" Lowboy Round | \$40.00 | \$50.00 | ___ | _____ |
| 30" Highboy Round | \$60.00 | \$75.00 | ___ | _____ |
| 30" Lowboy Round with Linen | \$55.00 | \$68.75 | ___ | _____ |
| 30" Highboy Round with Spandex | \$75.00 | \$93.75 | ___ | _____ |
| Extra Table Skirts (Standard Size) | \$30.00 | \$37.50 | ___ | _____ |
| Extra Table Skirts (Counter Size) | \$40.00 | \$50.00 | ___ | _____ |
| Additional 3' Pipe & Drape | N/A | \$3.00 (per linear foot) | ___ | _____ |
| Additional 8' Pipe & Drape | N/A | \$5.00 (per linear foot) | ___ | _____ |
| Additional 16' Pipe & Drape | N/A | \$15.00 (per linear foot) | ___ | _____ |

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Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

| | |
|-------------------------------------|-------|
| Sub-Total | _____ |
| Sales Tax (8.375%) | _____ |
| Fuel Surcharge (4% of Sub-Total) | _____ |
| TOTAL DUE | _____ |





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PREMIUM BOOTH FURNITURE



Black Leather Couch

Black Leather Chair



Black Leather Loveseat



Presentation Board



Tapered Counter
 (plain or w/custom graphic)



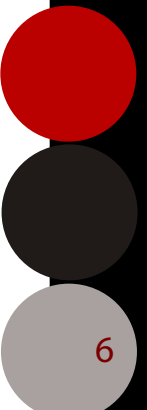
Literature Rack



Adjustable T-Rack



Black 6'x2'
 Gridwall





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PREMIUM BOOTH FURNITURE

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

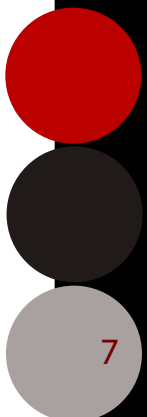
| Item Description | Discount Rate | Standard Rate | Quantity | Total |
|----------------------------------|---------------|---------------|----------|-------|
| Black Leather Couch | \$400.00 | \$500.00 | _____ | _____ |
| Black Leather Loveseat | \$300.00 | \$375.00 | _____ | _____ |
| Black Leather Chair | \$150.00 | \$187.50 | _____ | _____ |
| Coffee Table | \$65.00 | \$81.25 | _____ | _____ |
| End Table | \$45.00 | \$56.25 | _____ | _____ |
| 8.5"x11" Literature Rack | \$65.00 | \$81.25 | _____ | _____ |
| 8'W x 4' H Presentation Board | \$150.00 | \$187.50 | _____ | _____ |
| Black 6' H x 2'W Gridwall | \$75.00 | \$93.75 | _____ | _____ |
| Adjustable T-Rack | \$65.00 | \$81.25 | _____ | _____ |
| Tapered Counter (Plain) | \$200.00 | \$250.00 | _____ | _____ |
| Tapered Counter w/Custom Graphic | \$250.00 | \$312.50 | _____ | _____ |

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| | |
|-------------------------------------|-------|
| Sub-Total | _____ |
| Sales Tax (8.375%) | _____ |
| Fuel Surcharge (4% of Sub-Total) | _____ |
| TOTAL DUE | _____ |





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QUALITY RENTAL CARPET

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

Please be sure to indicate your carpet color choice. The color choices are coordinated with the event colors. Vendors are encouraged to stay within those colors. *If you do not choose a carpet color, the official show color will be used in your booth space.*

NOTES: - If you will require extension cords to be run under the carpet and booth padding, an electrical layout will be required.

_____ Run extension cord under my carpet.

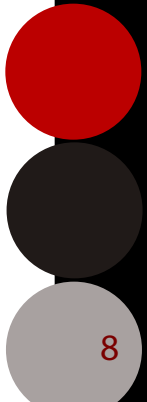
| Carpet Options | Star Color Option | | Discount Rate | Standard Rate | Quantity | Total |
|----------------------------------|-------------------|--|---------------|---------------|----------|-------|
| 10' x 10' Carpeting | Black | | \$85.00 | \$103.75 | _____ | _____ |
| 10' x 10' Carpet Padding | | | \$45.00 | \$56.25 | _____ | _____ |
| 10' x 10' Visqueen Plastic Cover | | | \$37.50 | \$46.88 | _____ | _____ |
| | | | | | | |
| 10' x 20' Carpeting | Black | | \$170.00 | \$207.50 | _____ | _____ |
| 10' x 20' Carpet Padding | | | \$90.00 | \$112.50 | _____ | _____ |
| 10' x 20' Visqueen Plastic Cover | | | \$75.00 | \$93.75 | _____ | _____ |
| | | | | | | |
| 10' x 30' Carpeting | Black | | \$255.00 | \$311.25 | _____ | _____ |
| 10' x 30' Carpet Padding | | | \$135.00 | \$168.75 | _____ | _____ |
| 10' x 30' Visqueen Plastic Cover | | | \$112.50 | \$140.63 | _____ | _____ |
| | | | | | | |
| 10' x 40' Carpeting | Black | | \$340.00 | \$415.00 | _____ | _____ |
| 10' x 40' Carpet Padding | | | \$180.00 | \$225.00 | _____ | _____ |
| 10' x 40' Visqueen Plastic Cover | | | \$150.00 | \$187.00 | _____ | _____ |
| | | | | | | |
| 10' x 50' Carpeting | Black | | \$425.00 | \$518.75 | _____ | _____ |
| 10' x 50' Carpet Padding | | | \$225.00 | \$281.25 | _____ | _____ |
| 10' x 50' Visqueen Plastic Cover | | | \$187.50 | \$234.38 | _____ | _____ |

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| Sales Tax (8.375%) | _____ |
| Fuel Surcharge (4% of Sub-Total) | _____ |
| TOTAL DUE | _____ |





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PROFESSIONAL CLEANING SERVICES

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

Event 1 Productions will vacuum the show floor once after the carpet is installed. Your exhibit area may, at times, need additional vacuuming after the show begins. Let us keep your booth looking sharp and clean.

Initial Vacuuming - Once before show opens:

| Service Description | Discount Rate | Standard Rate | Quantity | Total |
|-------------------------|---------------|---------------|----------|-------|
| 10' x 10' Exhibit Space | \$30.00 | \$37.50 | _____ | _____ |
| 10' x 20' Exhibit Space | \$60.00 | \$75.00 | _____ | _____ |
| 10' x 30' Exhibit Space | \$90.00 | \$112.50 | _____ | _____ |
| 10' x 40' Exhibit Space | \$120.00 | \$150.00 | _____ | _____ |

Pre-Show Exhibit Cleaning - Includes cleaning and dusting exhibit and furnishings once before show opens:

| Service Description | Discount Rate | Standard Rate | Quantity | Total |
|-------------------------|---------------|---------------|----------|-------|
| 10' x 10' Exhibit Space | \$40.00 | \$50.00 | _____ | _____ |
| 10' x 20' Exhibit Space | \$80.00 | \$100.00 | _____ | _____ |
| 10' x 30' Exhibit Space | \$120.00 | \$150.00 | _____ | _____ |
| 10' x 40' Exhibit Space | \$160.00 | \$200.00 | _____ | _____ |

Daily Vacuuming - Once each day of the show. Does **NOT** include the initial vacuuming:

| Service Description | DAILY Discount Rate | DAILY Standard Rate | Quantity | # of Show Days | Total |
|-------------------------|---------------------|---------------------|----------|----------------|-------|
| 10' x 10' Exhibit Space | \$25.00 | \$31.25 | _____ | _____ | _____ |
| 10' x 20' Exhibit Space | \$50.00 | \$62.50 | _____ | _____ | _____ |
| 10' x 30' Exhibit Space | \$75.00 | \$93.75 | _____ | _____ | _____ |
| 10' x 40' Exhibit Space | \$100.00 | \$125.00 | _____ | _____ | _____ |

Porter Services - Includes cleaning & dusting exhibit and furnishings, janitorial services, periodic removal of trash throughout show hours:

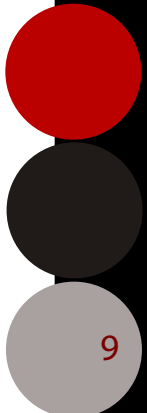
| Service Description | DAILY Discount Rate | DAILY Standard Rate | Quantity | # of Show Days | Total |
|-------------------------|---------------------|---------------------|----------|----------------|-------|
| 10' x 10' Exhibit Space | \$50.00 | \$62.50 | _____ | _____ | _____ |
| 10' x 20' Exhibit Space | \$75.00 | \$93.75 | _____ | _____ | _____ |
| 10' x 30' Exhibit Space | \$100.00 | \$125.00 | _____ | _____ | _____ |
| 10' x 40' Exhibit Space | \$125.00 | \$156.25 | _____ | _____ | _____ |

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|------------------|-------|





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AUDIO/VISUAL SERVICES

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |



32", 43", 55" and 65" Flat Panel Displays

DVD Player



Display Stand (Truss)



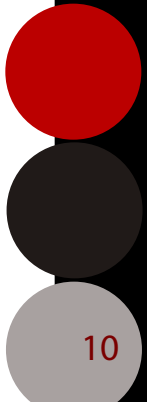
| Item Description | Quantity | Discount Rate | Standard Rate | Total |
|----------------------------------|----------|-----------------------|--------------------|----------|
| 32" Flat Panel Display | _____ | \$300.00 | \$375.00 | _____ |
| 43" Flat Panel Display | _____ | \$400.00 | \$500.00 | _____ |
| 55" Flat Panel Display | _____ | \$500.00 | \$625.00 | _____ |
| 65" Flat Panel Display | _____ | \$600.00 | \$750.00 | _____ |
| Flat Panel Display Stand (Truss) | _____ | \$75.00 | \$93.75 | _____ |
| | | | | |
| DVD Player | _____ | \$40.00 | \$50.00 | _____ |
| EXAMPLE: | | | | |
| 32" Flat Panel Display | 1 | X \$175.00 | OR \$218.75 | = |

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| Fuel Surcharge (4% of Sub-Total) | _____ |
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CUSTOM DESIGN/ BANNERS & SIGNAGE

5' x 11.5'



5' x 9.5'



5' x 6.5'



GRAPHIC WALLS

- AFFORDABLE, *contact for pricing*
- Full Color, Full Custom
- Single or Double-sided
- Lightweight aluminum frame
- Stretch fabric graphic
- Portable
- Variety of widths
- Variety of heights up to 11.5'

Purchase and RENT options available



24"



\$48

24"



\$96

36"



\$108

42"



\$182

60"



\$280

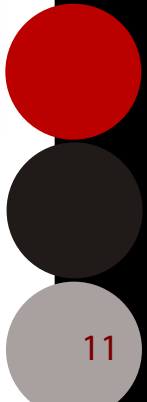


example sizes and pricing for single-sided signage

FLEX STAND SIGNAGE

AFFORDABLE | Full Color, Full Custom | Single or Double-sided | Brushed aluminum frame
 Flat white poly graphic material | Highly Portable | Variety of widths | Variety of heights up to 11.5'

Purchase and RENT options available





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CUSTOM DESIGN / BANNERS & SIGNAGE

PRICING INFORMATION

Custom Sizes and Designs:

In the print shop at Event 1 Productions we are able to produce a WIDE variety of high quality banners and signs to meet your specific display needs. Let us know what you are wanting/need and we will deliver the eye-catching signage that will bring more people to your booth.

All FLEX Stand Banner Printing is a flat rate of:

\$8.00 per sq.ft.*

*** NOTE:** Rental of the FLEX Stand hardware used to display ALL of our free-standing banners & signs AND labor to setup all of your banners & signs **IS INCLUDED** in this cost!

Please call for pricing on Graphic Walls and all other custom displays or structures.

Jennie Loucks or Scott Cutten
918-245-8006

CUSTOM DESIGNED ARTWORK

If you have a logo or theme, but need a "look" or "brand" for your show we can create that for you. Just share your ideas, any artwork you already have, and the message you wish to communicate and we can design some great options for your show. *Graphic Design fees will apply.* Already have your artwork? Great. Just submit it to us and we'll print for you. No design fees will apply

ARTWORK DEADLINE

We will need all applicable artwork submitted no less than 1 week before show setup (some exclusions apply). *We cannot guarantee delivery of signage if this deadline is not met. If we can "RUSH" fees will still apply.*

ACCEPTABLE FILE FORMATS

Preferred files are Adobe Photoshop (.psd), Adobe Illustrator (.ai), Postscript Files (.eps), High Resolution Adobe PDF (.pdf), and High Resolution TIFF (.tif).

JPEG, GIF, and PNG image files are acceptable, but should be the highest resolution available. Lower resolution images will result in reduced image quality.

HOW TO SEND YOUR ARTWORK

Email all artwork to jennie@event1inc.net and indicate Exhibitor Name, Show Name, and dimensions of banner or sign.

If your file is too large to email you can upload it on our Event 1 home page (www.Event1inc.net). Click on the link at the bottom right labeled "Upload Files" and follow the directions. Place attention to Jennie Loucks and indicate Exhibitor Name, Show Name, and dimensions of banner or sign. We also utilize Dropbox if that is an easier option for you.

**Have any more questions about banners and signs? Need help uploading files?
Need advice on how to make the "Look" of your show engaging to your target?**

We're Here to Help... 918.245.8006 | jennie@event1inc.net



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WE HAVE WHAT YOU NEED

www.event1inc.net

MAKE THE MOST OF YOUR EXHIBIT SPACE!

Event 1 has all the items that can make your company

*** STAND OUT ***

from the crowd at this year's show!

Contact **Scott Cutten at (918) 245-8006 or scutten@event1inc.net** to discuss more than **1,000** exhibit display products for sale and for rent!



Retractable Banner Stands | Table Throws

Ceiling Hanging Signs | Literature Racks

Table Top Displays | Pop Up Displays

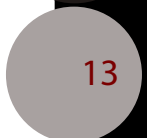
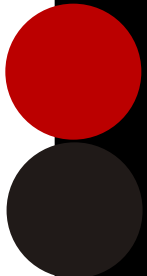
Feather & Teardrop Flags | Light Boxes

Modular Displays | Panel Displays

Showcases | Display Accessories

Outdoor Signs | iPad Display Stands

and much, MUCH more...





1601 South 129th West Avenue
 Sand Springs, OK 74063
 T: 918.245.8006
 F: 918.245.8007
 E: mail@event1inc.net

ADVANCED RECEIVING MATERIAL HANDLING & DRAYAGE SERVICES

www.event1inc.net

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

Material Handling & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. There will be a service fee of \$0.25 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.

| Material Handling Rates per 100 lbs. | | | |
|--|--|---|--|
| Straight Time on In & Out ST: M-F: 8am - 5pm | Straight Time and Overtime ST: M-F 8am-5pm, OT: M-F 5pm-8am, All Day Sat-Sun | Overtime 2-Way OT: M-F 5pm - 8am All Day Sat-Sun | Estimated Weight of Shipment _____ |
| \$75.00 | \$85.00 | \$95.00 | 100 lbs minimum |

I will be shipping to:

The Advanced Receiving Warehouse. (Use label provided in the following pages.)

Receiving Dates are: July 2 -27 by 4:30pm (CST)

if you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Scott Cutten @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of \$0.25 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.

By signing below you authorize Event 1 Productions to handle any freight sent to the show from your company.

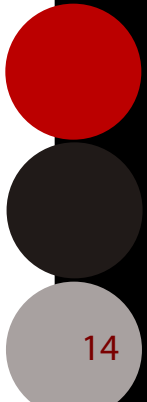
| | |
|--|--------------------------------|
| AUTHORIZED REPRESENTATIVE (SIGNATURE) _____ | |
| AUTHORIZED REPRESENTATIVE (PRINT PLEASE) _____ | DATE _____ |
| CONTACT (PLEASE PRINT) _____ | |
| MOBILE PHONE # _____ | OFFICE PHONE # _____ |

Discount Deadline: **Wednesday, July 18, 2018 by 4:30pm**

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

| | |
|-------------------------------------|-------|
| Sub-Total | _____ |
| Fuel Surcharge (4% of Sub-Total) | _____ |
| TOTAL DUE | _____ |





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 E: mail@event1inc.net

www.event1inc.net

DIRECT RECEIVING MATERIAL HANDLING & DRAYAGE SERVICES

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

Material Handling & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. There will be a service fee of \$0.25 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Productions' warehouse.

| Material Handling Rates per 100 lbs. | | | |
|--|--|---|--|
| Straight Time on In & Out ST: M-F: 8am - 5pm | Straight Time and Overtime ST: M-F 8am-5pm, OT: M-F 5pm-8am, All Day Sat-Sun | Overtime 2-Way OT: M-F 5pm - 8am All Day Sat-Sun | Estimated Weight of Shipment _____ |
| \$65.00 | \$75.00 | \$85.00 | 100 lbs minimum |

I will be shipping directly to:

The Venue hosting the event. (Use label provided in the following pages.)

Receiving Dates are: Jul 30 from 8am - 4pm, July 31 from 8am - 5pm (CST)

If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Scott Cutten @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of \$0.25 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.

By signing below you authorize Event 1 Productions to handle any freight sent to the show from your company.

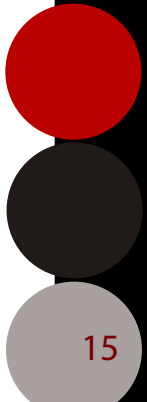
| | |
|--|--------------------------------|
| AUTHORIZED REPRESENTATIVE (SIGNATURE) _____ | |
| AUTHORIZED REPRESENTATIVE (PRINT PLEASE) _____ | DATE _____ |
| CONTACT (PLEASE PRINT) _____ | |
| MOBILE PHONE # _____ | OFFICE PHONE # _____ |

Discount Deadline: **Wednesday, July 18, 2018 by 4:30pm**

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

| | |
|-------------------------------------|-------|
| Sub-Total | _____ |
| Fuel Surcharge (4% of Sub-Total) | _____ |
| TOTAL DUE | _____ |





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 E: mail@event1inc.net

www.event1inc.net

OUTBOUND SHIPPING SERVICES

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. _____ | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

Additional Packaging Options for Outbound Shipments

Outbound freight will be delivered to the loading dock from your booth. If you wish to have extra packaging services for your outbound freight, a representative **MUST** be on site for supervision of freight packaging.

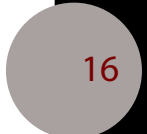
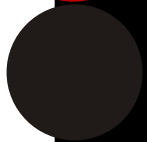
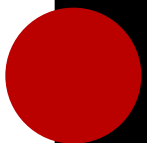
| Item Description | Standard Rate | Quantity | Total |
|--|---------------|----------|-------|
| Banding Service (1/2 in. Steel) (per unit) | \$45.00 | _____ | _____ |
| Shrinkwrap (per pallet) | \$50.00 | _____ | _____ |

Discount Deadline: **Wednesday, July 18, 2018 by 4:30pm**

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

| | |
|------------------|-------|
| TOTAL DUE | _____ |
|------------------|-------|





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FREIGHT CARRIER INFORMATION

All advanced shipment freight will be received at the ABF warehouse and transported to the venue. After the show an Event 1 Productions representative will be available to help make shipping arrangements out of the show using ABF.

If you have an account or would like to use a carrier other than ABF, please make arrangements to have all shipments dropped off and picked up from the venue within the time frames listed on page 1. Event 1 Productions will not be responsible for third-party carriers who fail to pick-up freight within the allotted pick-up time. *Exhibitors who do not pay for material handling are responsible for getting freight from the loading dock to their assigned booth space and back to the loading dock at the end of the show.*

Official Carrier



www.abfs.com

Phone: 1-800-654-7019

Email: tradeshow@freight.abf.com

(See the following page for Order Request Form)

Third-Party Shipping



www.ups.com

Email: customer.service@ups.com

UPS Ground 1-800-742-5877

UPS Freight

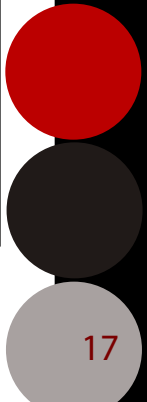
| | |
|----------------------------|----------------|
| Less than Truck (>150 lbs) | 1-800-333-7400 |
| Truckload (>12,000 lbs) | 1-888-682-4652 |
| Air Freight (>150 lbs) | 1-800-443-6379 |



www.fedex.com

FedEx Express/Ground 1-800-463-3339

FedEx Freight 1-866-393-4585



REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Dates _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ Email _____

Estimated Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? Yes No

If you are faxing this form, please print a copy, complete the requested information, and then fax to **479.785.8701**.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048

SUBMIT

800-654-7019

tradeshow@freight.abf.com | abf.com



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FREIGHT / SHIPPING LABELS

Place exhibitor name & booth number on top line.

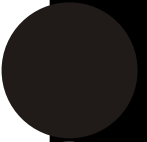
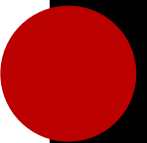


| Company | Booth Number |
|--|--------------|
| 51ST ANN. CAREERTECH SUMMER CONF. | |
| C/O EVENT 1 PRODUCTIONS, INC. | |
| ABF | |
| 1117 E GRAND BLVD | |
| OKLAHOMA CITY, OK 73129 | |
|  | |
| Advanced Receiving | |

Place Exhibitor Name & Booth Number on Top Line.



| Company | Booth Number |
|--|--------------|
| 51ST ANN. CAREERTECH SUMMER CONF. | |
| C/O EVENT 1 PRODUCTIONS, INC. | |
| COX CONVENTION CENTER | |
| 1 MYRIAD GARDEN | |
| OKLAHOMA CITY, OK 73102 | |
|  | |
| Direct Shipment | |





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MATERIAL HANDLING & DRAYAGE SERVICES

PAGE 1 OF 2

Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below:

1. Event 1 Productions shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Event 1 Productions shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth. Event 1 Productions shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.
3. Bills of lading covering outgoing shipments which are furnished to Event 1 Productions by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Event 1 Productions shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Event 1 Productions by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Event 1 Productions shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Event 1 Productions shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Event 1 Productions is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Event 1's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Event 1 Productions within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Event 1 Productions or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Event 1 Productions for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Event 1 Productions assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Event 1 Productions labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Event 1 will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.



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MATERIAL HANDLING & DRAYAGE SERVICES

PAGE 2 OF 2

11. In order to expedite removal of materials, Event 1 Productions shall have authority, without further clearance from exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors.
13. Payment for all labor and services will be the responsibility of the exhibitor.
14. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Event 1 Productions relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Event 1 Productions for Drayage or any other services provided by Event 1 Productions as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Event 1 Productions at the close of the show for all such charges, and they further agree that any claim they may have against Event 1 Productions shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
15. At the close of the show, all exhibitor orders must be paid in full. ***All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.***
16. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the venue, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition. ***There will be a service fee of \$0.25 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.***
17. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
18. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Event 1 Productions is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Event 1 Productions hereunder are based on the value of the material handling services and the scope of Event 1 Productions liability as set forth above.



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 F: 918.245.8007
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SET UP & TEAR DOWN LABOR SERVICE RATES

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

Labor Rates (1 Hour Minimum on ALL Labor Service Orders)

| | Time | Days | Rate |
|----------------|------------------|-----------|----------|
| Straight Time: | 8:00am - 5:00pm | Mon -Fri | \$65 |
| Overtime: | 6:00am - 8:00am | Mon -Fri | \$97.50 |
| Overtime: | 5:00pm - 12:00am | Mon -Fri | \$97.50 |
| Overtime: | Entire Day(s) | Sat - Sun | \$97.50 |
| Double Time: | 12:00am - 6:00am | Everyday | \$130.00 |
| Double Time: | Entire Day(s) | Holidays | \$130.00 |

Booth Description

Type of Display Portable Booth Custom Booth Table Top Display Other

Please Indicate the Set Up & Tear Down options that best fit your needs:

Option #1: Set up and tear down with supervision by an exhibitor representative.

| | Date Needed | Time Needed | # of Persons | Hrs Per Person | Rate | Total Hrs | Total |
|------------------|-------------|-------------|--------------|----------------|-------|-----------|-------|
| Set Up Labor: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Tear Down Labor: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Option #2: Set up and tear down with supervision by Event 1 Productions:

| | # of Persons | Hrs per Person | Rate | Total Hrs | Supervision (25%) | Total |
|------------------|--------------|----------------|-------|-----------|-------------------|-------|
| Set Up Labor: | _____ | _____ | _____ | _____ | _____ | _____ |
| Tear Down Labor: | _____ | _____ | _____ | _____ | _____ | _____ |

NOTE:

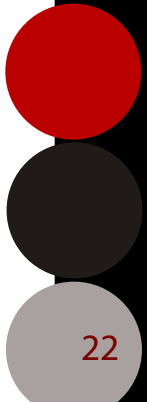
- Please include all necessary directions for displays, including pictures, renderings, etc.
- Exhibitors are responsible for checking with Event 1 Productions at the service desk to check labor out & in.
- Only 8:00am labor calls can be guaranteed during vendor move-in, but are subject to lift availability (if required).

Discount Deadline: **Wednesday, July 18, 2018 by 4:30pm**

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

| | |
|------------------|-------|
| TOTAL DUE | _____ |
|------------------|-------|





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NOTIFICATION OF INTENT TO USE NONOFFICIAL SERVICE CONTRACTORS

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

Exhibitors who plan to have an exhibit service firm (other than the official service contractor) unpack, erect, assemble, dismantle and pack displays/equipment must abide by the following:

1. Notify Event 1 Productions by the deadline date indicating the following:

Name of Service Firm: _____

Contact: _____ Cell # (in case of emergency): _____

Address: _____

City, State, Zip Code: _____ Phone #: _____

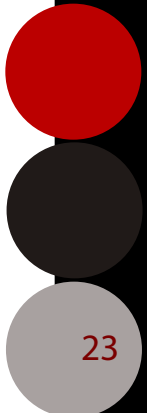
Email: _____ Fax #: _____

2. Nonofficial contractors must submit proof of adequate insurance, in the form of an original policy rider listing Event 1 Productions as an additional insured, furnished by their broker to Event 1 Productions office no later than 30 days in advance of the first day of the show. This must include a copy of your worker's compensation insurance policy.
3. All booth personnel must be properly badged at show site.
4. Refer to the "Official Service Contractors and Exhibitor Appointed Contractors" guidelines for additional requirements.

If the exhibiting company fails to comply with any or all of the above, the nonofficial contractor will not be permitted to service your exhibit, and Event 1 Productions must be hired for installation and dismantle labor. The Nonofficial Contractor will be able to provide supervision only.

AUTHORIZED SIGNATURE: _____ DATE: _____

Must be received by: Wed, Jul 18, 2018 by 4:30pm (CST)





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OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

www.event1inc.net

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed official service contractors to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all exhibitors according to the need,
- Provide sufficient labor to satisfy the requirements of exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

- The exhibitor must notify show management in writing and Event 1 Productions of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The exhibitor shall provide evidence that the exhibitor appointed contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and workers' compensation naming Event 1 Productions as additional insured, to show management and Event 1 Productions at least 30 days before the show opening.
- The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor must have all business licenses, permits and workers' compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide show management with evidence of compliance.
- The exhibitor appointed contractor will share with Event 1 Productions all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.
- The exhibitor appointed contractor must furnish show management and Event 1 Productions with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management.
- The exhibitor appointed contractor shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
- The exhibitor appointed contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
- The exhibitor appointed contractor shall provide, if requested, evidence to Event 1 Productions that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Event 1 Productions. The exhibitor appointed contractor must coordinate all of its activities with Event 1 Productions.
- For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



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 F: 918.245.8007
 E: mail@event1inc.net

www.event1inc.net

SIGN HANGING LABOR SERVICE RATES

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

NOTE: The VENUE has limitations on where ceiling hanging structures can be anchored. Please contact Scott Cutten at (918) 245-8006 or scutten@event1inc.net before submitting this page to ensure your sign/structure is eligible based on your booth location.

Sign Hanging Labor Rates

(1 hr and 2 Laborers minimum on ALL sign hanging labor service orders)

| | Time | Days | Discount Rate | Standard Rate |
|----------------|------------------|-----------|---------------|---------------|
| Straight Time: | 8:00am - 5:00pm | Mon -Fri | \$120.00 | \$150.00 |
| Overtime: | 6:00am - 8:00am | Mon -Fri | \$180.00 | \$225.00 |
| Overtime: | 5:00pm - 12:00am | Mon -Fri | \$180.00 | \$225.00 |
| Overtime: | Entire Day(s) | Sat - Sun | \$180.00 | \$225.00 |
| Double Time: | 12:00am - 6:00am | Everyday | \$240.00 | \$300.00 |
| Double Time: | Entire Day(s) | Holidays | \$240.00 | \$300.00 |

| | Date Needed | Time Needed | # of Persons | Hrs Per Person | Rate | Total Hrs | Total |
|------------------|-------------|-------------|--------------|----------------|-------|-----------|-------|
| Set Up Labor: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Tear Down Labor: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

NOTE:

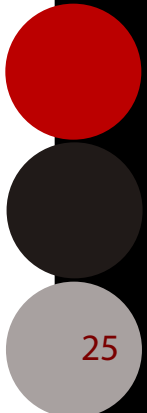
- Hanging materials and rigging gear MUST be provided by the exhibitor.
- Please include all necessary directions for the signs, including picture and renderings.
- Exhibitors are responsible for checking in with Event 1 Productions at the service desk to check labor out and in.
- Only 8:00am Labor calls can be guaranteed during vendor move-in, but are subject to lift availability.

Discount Deadline: **Wednesday, July 18, 2018 by 4:30pm**

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

| | |
|-----------|-------|
| Sub-Total | _____ |
|-----------|-------|





1601 South 129th West Avenue
 Sand Springs, OK 74063
 T: 918.245.8006
 F: 918.245.8007
 E: mail@event1inc.net

www.event1inc.net

FORKLIFT SERVICES

PRICING INFORMATION

| | |
|--|-------------------------------|
| Show Name 51st Ann. CareerTech Summer Conf. | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

Forklift Service Rates

(1 Hour Minimum on ALL Forklift Service Orders)

| | Time | Days | Rate |
|----------------|------------------|-------------|-------------|
| Straight Time: | 8:00am - 5:00pm | Mon -Fri | \$90.00 |
| Overtime: | 6:00am - 8:00am | Mon -Fri | \$125.00 |
| Overtime: | 5:00pm - 12:00am | Mon -Fri | \$125.00 |
| Overtime: | Entire Day(s) | Sat - Sun | \$125.00 |
| Double Time: | 12:00am - 6:00am | Everyday | \$180.00 |
| Double Time: | Entire Day(s) | Holidays | \$180.00 |

Forklift Service Options:

| | Date Needed | Time Needed | Hours | Rate | Total |
|-----------------------------|--------------------|--------------------|--------------|-------------|--------------|
| Set Up Forklift Service: | _____ | _____ | _____ | _____ | _____ |
| Tear Down Forklift Service: | _____ | _____ | _____ | _____ | _____ |

NOTE:

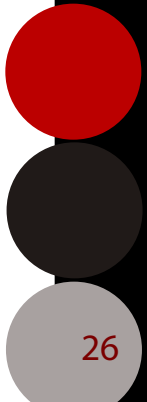
- Exhibitors are responsible for checking with Event 1 Productions at the service desk for Forklift Services in and out.
- Only 8:00am Forklift Service calls can be guaranteed during vendor move-in.

Discount Deadline: **Wednesday, July 18, 2018 by 4:30pm**

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

| | |
|------------------|-------|
| TOTAL DUE | _____ |
|------------------|-------|





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PAYMENT TERMS & POLICIES

| | |
|--|------------------------|
| Show Name <u>51st Ann. CareerTech Summer Conf.</u> | Booth # _____ |
| Company _____ | Contact Person _____ |
| Address _____ | City, State, Zip _____ |
| Telephone _____ | Email Address _____ |

| Products/Services Ordered | Prices | |
|--|-------------------|-----------------|
| Authorized Representative Signature _____ | Sub-Total: | \$ _____ |
| | Taxes (8.375%): | \$ _____ |
| | Total Surcharges: | \$ _____ |
| | TOTAL: | \$ _____ |

PAYMENT TERMS & POLICIES

All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Orders received in full (including applicable sales taxes) before or on the discount deadline date will receive the discount price rate. Event 1 Productions will accept Personal and Company Checks, VISA, MasterCard and American Express. If ordering with a Purchase Order (PO#), please call Event 1 Productions to arrange payment schedule. Exhibitors must call the Event 1 Productions' office prior to the discount deadline date for authorization of a PO to be eligible for the discount deadline. If Event 1 Productions receives a Purchase Order without directly communicating with the exhibitor/company, the discount price will not apply.

All orders received after the discount deadline date and time (CST) will receive standard pricing. All payments are due in advance. Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. All orders received on show site will be priced at the standard rates. All on-site orders must make payment at the time of the order and before the service is rendered. **At the close of the show, all exhibitor orders must be paid in full. All unpaid balances at the end of the show will have an additional \$125.00 re-processing fee automatically added.**

All credit cards that are denied will have an additional \$75.00 re-processing fee (\$150.00 if not handled before the close of the show, and if the order was placed on show site).

REFUNDS: Questions regarding refunds should be brought to the service desk at the show site, if possible. If not, you have 14 days after the show's end date to request a refund.

| METHOD OF PAYMENT | | |
|--|--------------------------------|-------------------|
| Company Check | Credit Card | Other: _____ |
| Authorized Representative Signature _____ | Print Name Please _____ | Date _____ |

| CREDIT CARD AUTHORIZATION / COMPANY INFORMATION | | | | | |
|---|------|------------|------------------------------------|----------|-------------------------------|
| Type of Card: | VISA | MasterCard | American Express | Discover | Total Amount Charged \$ _____ |
| Card Number _____ | | | Expiration Date _____ | | |
| Card Member Name (Please Print) _____ | | | Signature _____ | | |
| Card Member Address _____ | | | | | |
| City, State, Zip Code _____ | | | Telephone Number _____ | | |
| Send Receipt To: _____ | | | At: email, address, fax # _____ | | |

**Thank you for your business.
 Please let us know if there is anything more we
 can do to make your event a success.
 We look forward to working with you again!**

The Event 1 Team

| | |
|--------------------|--------------|
| Sub-Total | _____ |
| Sales Tax (8.375%) | _____ |
| Total Surcharges | _____ |
| TOTAL DUE | _____ |

