



*Exhibition
Services, Inc.*

www.esiusaevents.com

6907 West Side Saginaw Rd. * Suite #7 * Bay City * MI * 48706
Phone * 1-989-686-0660 Fax * 1-989-686-1560

Re: *Connors Creative Shows – 38th Annual
Gift, Gourmet & Souvenir Show
North Central Michigan College
Petoskey, Michigan
April 21st – 23rd 2018*

Dear Exhibitors:

Show Management has selected Exhibition Services, Inc. to serve as you're official Exposition Service Contractor. Enclosed are equipment forms for additional decoration supplies, all of the services offered in this exhibitor kit are optional. If your company is interested in any of the services, please e-mail or fax all forms back to Exhibition Services, Inc. with your payment enclosed. Please take the time to read and understand the payment policy terms and conditions. All rental equipment remains the property of Exhibition Services, Inc. Exhibition Services, Inc. takes great pride in our newly acquired equipment. Any damaged equipment, repair or replacement costs, if necessary, will be the responsibility of the exhibiting firm.

- Take the time to assess all your needs carefully.
- Read and understand payment policy.
- Place your orders in advance and save valuable time and money.

The following items are included as part of your booth fees paid to show management:

1. Exhibit booth draping with 8 ft. high backdrop & 3ft. side drape.
2. 2 – black folding contour chairs
3. 7" x 44" booth Identification sign with 2" black, block letters
4. Waste basket with trash liner
5. Exhibit colors will be Royal Blue and White

TO QUALIFY FOR ADVANCE RATES, YOUR ORDERS WITH PAYMENT MUST BE RECEIVED BY ESI 10 DAYS PRIOR TO SHOW DATES. SOME EQUIPMENT AND SERVICES MAY REQUIRE ADDITIONAL TIME.

FAXED ORDERS MUST BE ACCOMPANIED BY A CREDIT CARD APPLICATION; ALL OTHER FAXES WILL BE BILLED AT OUR FLOOR RATES. PLEASE RETURN ALL ORDERS TO

Office1@esiusa.biz

Sincerely,

George J. Escamilla
Exposition Service Contractor



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- IMPORTANT -

Please take the time to read and understand the Payment Policy terms and conditions. This will save you valuable time and money

ESI accepts the following payment methods: Cash (on site only), check, money order, and cashier's check. Credit cards will be accepted for this event only for advance orders.

Please remit all payments to: **Exhibition Services, Inc.**
6907 West Side Saginaw Rd.
Suite # 7
Bay City MI 48706

All claims must be made prior to show closing. Absolutely no credit will be issued after that time. As the exhibiting firm, you are ultimately responsible for the payment of all charges. Please advise on site representatives, staff and third party designates of the entire payment policy.

ADVANCED ORDER PRICING:

All orders must be mailed in and received in our office ten working days with payment prior to move-in to qualify for the Advanced Order Price. All other orders will be priced as Floor Prices. Any orders placed during set-up must be accompanied by full payment prior to delivery of the service or product. Credit Cards will **NOT** be accepted during move-in.

FLOOR ORDERS (on site orders):

All orders placed on-site are subject to the floor order rate. All faxes received without payment will be subject to floor order rates. Your on-site representative must be made aware of this payment policy. Credit Cards will **NOT** be accepted during move-in.

CANCELLATION / REFUNDS:

Items canceled after services have been rendered prior to show start up time will be charged 50% of original price. Refunds are made in Company Credit Only! All claims must be made prior to show closing. No credits will be issued after that time. There will be NO third party billing. Exhibition Services, Inc. is here to service you the exhibitor to have a more productive event. If you have any questions or need any service that is not listed, contact our Exposition Service Department.



Exhibition Services, Inc.

Furniture Rental form

6907 Westside Saginaw Rd. * Suite # 7 * Bay City * MI * 48706

Ph. 1-989-686-0660 * Fax. 1-989-686-1560 * www.esiusaevents.com

Name of Event: _____	Show Dates: _____
Company Name: _____	Booths Number(s): _____
Address: _____	Phone Number: _____
City: _____ State: _____ Zip: _____	Fax: Number: _____
Contact: _____	Title: _____
Signature: _____	Date: _____

PLEASE SIGN AND DATE UPON RENTAL AGREEMENT ACCEPTANCE
 ALL FAX ORDERS MUST BE ACCOMPANIED BY CREDIT CARD APPLICATION TO QUALIFY
 FOR ADVANCE PRICE, ALL OTHER ORDERS WILL BE BILLED AT FLOOR PRICE.

BOOTH FURNITURE					SPECIALTY TABLES				
QTY.	ITEM	ADVANCE	FLOOR	AMOUNT	QTY.	ITEM	ADVANCE	FLOOR	AMOUNT
	Contour folding chair	5.00	7.00						
	Padded bar stool	22.00	29.00						
	Wastebasket	5.00	9.00						
STANDARD TABLES (30" HIGH)									
	2'x4' Plain	15.00	21.00			30" Dia. Round (30" high) Plain	25.00	N/A	
	2'x4' Covered & skirted	32.00	43.00			30" Dia. Round (30" high) Covered & skirted	40.00	N/A	
	2'x6' Plain	22.00	28.00			30" Dia. Round (42" high) Plain	25.00	N/A	
	2'x6' Covered & skirted	42.00	53.00			30" Dia. Round (42" high) Covered & skirted	45.00	N/A	
	2'x8' Plain	29.00	35.00			Oak Easel	10.00	15.00	
	2'x8' Covered & skirted	55.00	69.00			Double Sided Carpet Tape	19.00	22.00	
COUNTER TABLES (42" HIGH)									
	2'x4' Plain	27.00	35.00			42' Table Raiser - no table	12.00	15.00	
	2'x4' Covered & skirted	43.00	58.00			Cover & Skirt for 30" table	25.00	35.00	
	2'x6' Plain	34.00	42.00			Cover & Skirt for 42" table	29.00	39.00	
	2'x6' Covered & skirted	49.00	68.00			4 th side skirting - 30 & 42"	10.00	15.00	
	2'x8' Plain	41.00	49.00			3' high drape per ft.	1.95	3.50	
	2'x8' Covered & skirted	68.00	85.00			8' high drape per ft.	2.80	4.00	
TABLE RISERS									
	4'x1'x1' Plain	15.00	23.00			Aluminum Extension (6'-10')	7.00	9.00	
	4'x1'x1' Covered	22.00	35.00			Aluminum Upright (3' high)	7.00	9.00	
	6'x1'x1' Plain	20.00	28.00			Aluminum Upright (8' high)	7.00	9.00	
	6'x1'x1' Covered	27.00	40.00			Large base plt.	7.00	9.00	
	8'x1'x1' Plain	25.00	33.00			Small base plt.	7.00	9.00	
	8'x1'x1' Covered	32.00	45.00						
Total Amount Due									

www.esiusa.biz EXHIBITION SERVICE USE ONLY

ORDER RECEIVED BY: _____ DATE _____ ADVANCED _____ FLOOR PRICE _____ CHK. # _____ AMT. _____ C. C. # _____ EXPERATION DATE _____	ORDER COMPLETED BY: _____ DATE COMPLETED: _____ AMOUNT OWED: _____ AMOUNT RECEIVED: _____ BALANCE DUE _____
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Return order to Office1@esiusa.biz



**Exhibition
Services, Inc.**

Carpet Rental Form

6907 Westside Saginaw Rd. * Suite # 7 * Bay City * MI * 48706

Ph. 989-686-0660 * Fax. 989-686-1560 * Toll Free 1-800-549-9026 www.esiusaevents.com

Name of Event: _____ Show Dates: _____
 Company Name: _____ Booths Number(s) _____
 Address: _____ Phone Number: _____
 City: _____ State: _____ Zip: _____ Fax: Number: _____
 Contact: _____ Title: _____
 Signature: _____ Date: _____

STANDARD BOOTH CARPET

QUANTITY	SIZE	ADVANCE	FLOOR	AMOUNT
	9' x 10'	85.00	95.00	
	9' x 20'	120.00	175.00	
	9' x 30'	195.00	255.00	
	9' x 40'	225.00	295.00	
	Additional increments of 10' add...		N/A	

All prices include installation & front edge taping.

SPECIAL SIZE CARPETING PLEASE CALL FOR QUOTE

Prices include cut / installation and all taping.

EXHIBITION SERVICE USE ONLY

ORDER RECEIVED BY: _____ DATE _____	ORDER COMPLETED BY: _____
ADVANCED _____ FLOOR PRICE _____	DATE COMPLETED: _____
CHK. # _____ AMT. _____	AMOUNT OWED: _____
VISA /M.C. ONLY – Ex. DATE _____ American Express	AMOUNT RECEIVED: _____
C. C. # _____	BALANCE DUE _____

Return order to Office1@esiusa.biz



Credit Card Authorization

6907 West Side Saginaw Rd. Suite #7 Bay City MI 48706

Phone * 989-686-0660 Fax * 989-686-1560 * Toll Free 1-800-338-0993 www.esiusaevents.com

Name of Event: _____ Show Dates: _____
 Company Name: _____ Booth Number(s): _____
 Address: _____ Phone Number: _____
 City: _____ State: _____ Zip: _____ Fax Number: _____
 Contact: _____ Title: _____
 Signature: _____ Date: _____

(Please Type or Print)

PLEASE DUPLICATE FORM FOR YOUR OWN RECORDS BEFORE RETURNING ORIGINALS
PLEASE SIGN AND DATE UPON ACCEPTANCE OF RENTAL AGREEMENT. ALL ORDERS MUST BE RECEIVED TEN DAYS
PRIOR TO SHOW DATES TO QUALIFY FOR ADVANCE PRICE SCHEDULE.

Furniture Order Form Total	_____
Carpet Order Form Total	_____
Drayage Order Form Total	_____
Misc. Order Total	_____
Processing fee of 3%	_____
Total Balance Due	_____

CREDIT CARD INFORMATION

Card Type: ___ Visa ___ MasterCard ___ American Express

Card Account Number: _____ Expiration Date: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

Cardholders Billing Address: _____

City: _____ State: _____ Zip: _____

Return order to Office1@esiusa.biz