



*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 – 39th Annual
Gift, Gourmet & Souvenir Show
North Central Michigan College
Petoskey, Michigan
April 27th – 29th 2019*

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 _____ |
|--|---|

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.

Table with 2 columns: Item Name and Amount. Rows include Furniture Order Form Total, Carpet Order Form Total, Drayage Order Form Total, Misc. Order Total, Processing fee of 3%, and 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