

## Exhibitor Service Kit

**Dear Exhibitor:**

Hubbell/Tyner is pleased to inform you that we have been selected by show management to serve as the official service contractor for the **OKC Home & Outdoor Living Show 2018**. Please take a moment to carefully review the enclosed information. To help in your planning we have included all the show service forms necessary for ordering items you may need. We strongly encourage you to place your order along with payment as soon as possible in order to take advantage of our advance order discounts. Orders received after the deadlines listed in this catalog will be processed at standard rates.

I am happy to serve as your exhibitor service representative. If you have any questions at all please feel free to contact me.

Sincerely,

**Bret Bubany**

Exhibitor Service Representative  
651-280-4926 | Direct  
651-917-2658 | Fax  
bbubany@hubbelltyner.com

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**\*ALL 3RD PARTY ORDER FORMS SUCH AS ELECTRICAL, INTERNET AND AUDIO VISUAL FORMS WILL BE LOCATED AFTER THE LAST PAGES LISTED ON THE TABLE OF CONTENTS. PLEASE NOTE: ALL PAYMENTS AND QUESTIONS SHOULD BE HANDLED DIRECTLY WITH THE 3RD PARTY. SEE 3RD PARTY ORDER FORMS FOR CONTACT INFORMATION.**

### EVENT DETAILS

#### HUBBELL/TYNER EXHIBITOR SERVICES

Bret Bubany  
Phone | 651-280-4926  
Fax | 651-917-2658  
Email | [bbubany@hubbelltyner.com](mailto:bbubany@hubbelltyner.com)

2110 Old Highway 8 NW  
New Brighton, MN 55112

#### EXHIBIT BOOTH DESCRIPTION

##### Each 10' x 10' Booth Includes:

- 8' High Back Drape
- 3' High Side Drape
- 1 – ID Sign

**Drape Colors** – Black

**Carpet Colors** – Isle carpet will be Tuxedo Green.



#### EXHIBITOR SCHEDULE

<b>Exhibitor Move In:</b>	Tuesday	March 20, 2018	Noon – 5:00 pm (Booth spaces greater than 400 sq.ft. ONLY)
	Wednesday	March 21, 2018	8:00 am – 6:00 pm
	Thursday	March 22, 2018	8:00 am – 6:00 pm (no vehicles allowed on show floor after 5pm)
	Friday	March 23, 2018	8:00 am – 10:00 am (no vehicles allowed on show floor)

\*If you need to make arrangements to set up after 6pm, please do so at the show office in the lobby at the east end of the The Pavilion. Installation of exhibits must be completed by 10am on Friday, March 23<sup>rd</sup>.

<b>Event Hours:</b>	Friday	March 23, 2018	12:00 pm – 9:00 pm
	Saturday	March 24, 2018	10:00 am – 9:00 pm
	Sunday	March 25, 2018	10:00 am – 6:00 pm

<b>Exhibitor Move Out:</b>	Sunday	March 25, 2018	6:00 pm – 10:00 pm
	Monday	March 26, 2018	8:00 am – 12:00 pm

#### MATERIAL HANDLING

**Advance to Warehouse:** (Feb. 21 – Mar. 15)  
TO: (Exhibiting Company Name and Booth #)  
FOR: OKC Home & Outdoor Living Show  
Hubbell/Tyner  
c/o YRC Freight  
8000 Southwest 15th St.  
Oklahoma City, OK 73128

**Direct to Show Site:** (March. 21 – 22)  
TO: (Exhibiting Company Name and Booth #)  
FOR: OKC Home & Outdoor Living Show  
c/o Hubbell/Tyner  
OKC State Fairgrounds – The Pavilion  
3001 General Pershing Blvd.  
Oklahoma City, OK 73107

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## PAYMENT & PRICING INFORMATION

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### **ADVANCE DEADLINES**

Orders must be received with full payment prior to the following dates to take advantage of the discount pricing. Advance freight must arrive to the warehouse by the date listed below.

- Carpet & Furnishing Rentals                      March, 16
- Advance Freight Receiving                      Feb. 21 – Mar. 15

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### **PAYMENT POLICY**

- We accept cash, checks and all major credit cards: Visa, MasterCard, American Express, Discover
- All orders must be received along with full payment to qualify for the applicable pricing upon order receipt.
- A credit card on file is required for all Hubbell/Tyner services. See Recap of Orders form.
- All charges must be paid prior to the close of the event.
- Cancellations are invoiced at 50% of original price, unless noted otherwise.
- Completed orders can be:  
Emailed:            bbubany@hubbelltyner.com  
Faxed:              651-917-2658  
Mailed:             Hubbell/Tyner ~ 2110 Old Highway 8 N.W. ~ New Brighton, MN 55112

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### **TAX EXEMPTION**

- If tax exempt, a copy of your ST-3 tax exempt certificate must be provided along with your order.
- No adjustments will be made for tax exemptions after the close of the show.

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### **THIRD PARTY BILLING**

- The exhibiting firm is ultimately responsible for the final charges. Should the third party not make payment by the close of the event, all charges will be applied to the exhibiting company.

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### **MISCELLANEOUS**

- Should rental items be found in your booth that have not been ordered, they will be invoiced at standard pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the exclusive property of Hubbell/Tyner.

## RECAP OF ORDERS

### SERVICES ORDERED

#### Taxable Services

Furnishings & Accessories .....	\$ _____
Tables.....	\$ _____
Floor Covering.....	\$ _____
Booth Package.....	\$ _____
Executive Furnishings.....	\$ _____
Rental Displays.....	\$ _____
Booth Cleaning.....	\$ _____
8.375% Sales Tax*.....	\$ _____

\* All tax exempt orders must be submitted with a completed ST3 Certificate of Tax Exemption Form. The ST3 Form is located toward the end of this service kit.

#### Non-Taxable Services

Signs & Banners.....	\$ _____
Material Handling/Forklift Service (must have cc on file).....	\$ _____
Labor (must have cc on file) .....	\$ _____

**Grand Total** ..... \$ \_\_\_\_\_

### METHOD OF PAYMENT

**Company Check (Please reference Job #10319)**

Payable To: Hubbell/Tyner  
 Mail To: Hubbell/Tyner  
 2110 Old Highway 8 NW  
 New Brighton, MN 55112

**Credit Card**

Card Number \_\_\_\_\_  
 Card Type  Visa  Master Card  Discovery  American Express Exp \_\_\_\_\_ CVV \_\_\_\_\_  
 Card Holder Name \_\_\_\_\_  
 Card Holder Signature \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

### EXHIBITING COMPANY

Company \_\_\_\_\_ Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

THIRD PARTY PAYMENT AUTHORIZATION

**EXHIBITING COMPANY INFORMATION**

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Representative Name \_\_\_\_\_ Signature \_\_\_\_\_

**EXHIBITING COMPANY CREDIT CARD AUTHORIZATION**

Card Number \_\_\_\_\_  
Card Type  Visa  Master Card  Discovery  American Express Exp \_\_\_ CVV \_\_\_  
Card Holder Name \_\_\_\_\_  
Card Holder Signature \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**THIRD PARTY COMPANY INFORMATION**

Company \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Representative Name \_\_\_\_\_ Signature \_\_\_\_\_  
Email Address \_\_\_\_\_

**THIRD PARTY COMPANY INFORMATION**

Card Number \_\_\_\_\_  
Card Type  Visa  Master Card  Discovery  American Express Ex \_\_\_ CVV \_\_\_  
Card Holder Name \_\_\_\_\_  
Card Holder Signature \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Services to be charged to Third Party**

All Services  Booth Furnishings  Booth Labor  Material Handling  Other \_\_\_\_\_

**Acknowledgement of Third Party Credit Authorization**

By completing and returning this document to Hubbell/Tyner we agree that we the exhibiting firm are ultimately responsible for the final charges. Should the third party not make payment by the close of the event, all charges will be applied to the exhibiting company credit card provided on this form.

## SHOW SPECIAL

We are pleased to announce a show special for the Oklahoma City Home & Outdoor Living Show. Please take advantage of this special offer at the discounted rates below. The discount rate will not be available after March 16<sup>th</sup>, 2018. All orders received after March 16<sup>th</sup> will be processed at the standard rate.

This is a special offer. The items listed are available in only the colors listed. There are no substitutions or exchanges.

### 10' x 10' Furniture Package

- 1 – 10' x 10' Carpet
- 1 – 6' x 30" Draped Table
- 2 – Plastic Side Chairs
- 1 – Wastebasket



### 10' x 20' Furniture Package

- 1 – 10' x 20' Carpet
- 1 – 8' x 30" Draped Table
- 2 – Plastic Side Chairs
- 1 – Wastebasket



**Discount Rate:**                      **March 16<sup>th</sup> or sooner**

**Standard Rate:**                      **March 17<sup>th</sup> or later**

Show Special .....	Qty		Discount	Standard	Extended
10' x 10' Furniture Package.....	_____	x	\$279.75	\$349.50 =	\$ _____
10' x 20' Furniture Package.....	_____	x	\$413.00	\$516.00 =	\$ _____

**Carpet Color Selection**

- Black     Green     Grey

**Draped Table Color Selection**

- Black     Green     Grey

**Total Estimated Show Special \$ \_\_\_\_\_**

**The Recap of Orders form must be submitted with all orders.**

**Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_**

FURNISHINGS & ACCESSORIES



Plastic Side Chair



Padded Side Chair



Padded Arm Chair



High Stool



Poster Board



Showcase  
(more options available)



Wastebasket



Floor Easel



Chrome Bag Holder



8' Velour Rope



Literature Rack



Sales Counter



Table Riser



8' High Drape



3' High Drape



### FURNISHINGS & ACCESSORIES

Item .....	Qty	Discount	Standard	Extended
Plastic Side Chair .....	_____	x \$34.25	\$44.50 =	\$_____
Padded Side Chair .....	_____	x \$60.50	\$78.75 =	\$_____
Padded Arm Chair .....	_____	x \$63.75	\$83.25 =	\$_____
High Stool .....	_____	x \$80.50	\$106.00 =	\$_____
Poster Board (vert / horiz) .....	_____	x \$102.25	\$134.25 =	\$_____
Showcase .....	_____	x \$368.50	\$479.00 =	\$_____
Wastebasket .....	_____	x \$23.75	\$30.75 =	\$_____
Easel .....	_____	x \$37.75	\$49.50 =	\$_____
Chrome Bag Holder .....	_____	x \$57.00	\$74.25 =	\$_____
22" x 28" Chrome Sign Holder .....	_____	x \$88.25	\$114.50 =	\$_____
Chrome Stanchion .....	_____	x \$65.50	\$85.25 =	\$_____
Velour Stanchion Rope .....	_____	x \$28.75	\$37.50 =	\$_____
Retractable Stanchion .....	_____	x \$32.25	\$42.00 =	\$_____
Literature Rack .....	_____	x \$84.50	\$109.75 =	\$_____
Sales Counter w/ Graphics .....	_____	x \$320.75	\$417.00 =	\$_____
4' Tabletop Riser .....	_____	x \$51.75	\$67.25 =	\$_____
6' Tabletop Riser .....	_____	x \$72.50	\$94.25 =	\$_____
8' Tabletop Riser .....	_____	x \$94.25	\$122.50 =	\$_____
8' Upright w/ Base .....	_____	x \$25.25	\$33.00 =	\$_____
6' - 10' Adjustable Cross Bar .....	_____	x \$17.75	\$23.00 =	\$_____
8' High Masking Drape (price / ft) .....	_____	x \$17.50	\$20.50 =	\$_____
<b>Color Selection</b>				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				
3' High Masking Drape (price / ft) .....	_____	x \$15.00	\$17.50 =	\$_____
<b>Color Selection</b>				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White				

**Total Estimated Furnishings & Accessories \$ \_\_\_\_\_**

**The Recap of Orders form must be submitted with all orders.**

**Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_**

## TABLES

### DRAPED TABLES

- 4' L x 24"W x 30"H
- 6' L x 24"W x 30"H
- 8' L x 24"W x 30"H

- 4' L x 24"W x 42"H
- 6' L x 24"W x 42"H
- 8' L x 24"W x 42"H

Draped tables include a white vinyl top and draping on 3 sides. 4<sup>th</sup> sided draping can be ordered at an additional cost.



### UNDRAPED TABLES

- 4' L x 24"W x 30"H
- 6' L x 24"W x 30"H
- 8' L x 24"W x 30"H

- 4' L x 24"W x 42"H
- 6' L x 24"W x 42"H
- 8' L x 24"W x 42"H

Undraped tables include a white vinyl top.



### PEDESTAL TABLES

- 18" H x 30" Round
- 30" H x 30" Round
- 42" H x 30" Round

- 30" H x 42" Round
- 42" H x 30" Cover



### TABLES

<b>30" High Draped Tables (on 3 sides)</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____ x	\$115.00	\$149.50 =	\$_____
6' L x 24" W .....	_____ x	\$128.75	\$168.50 =	\$_____
8' L x 24" W .....	_____ x	\$147.50	\$191.75 =	\$_____
4 <sup>th</sup> Side Draping .....	_____ x	\$47.00	\$61.25 =	\$_____

**Color Selection**

Black Blue Burgundy Gold Green Grey Purple Red Teal White

<b>42" High Draped Tables (on 3 sides)</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____ x	\$123.75	\$161.00 =	\$_____
6' L x 24" W .....	_____ x	\$139.25	\$181.25 =	\$_____
8' L x 24" W .....	_____ x	\$151.75	\$197.25 =	\$_____
4 <sup>th</sup> Side Draping .....	_____ x	\$47.75	\$61.50 =	\$_____

**Color Selection**

Black Blue Burgundy Gold Green Grey Purple Red Teal White

<b>30" High Undraped Tables</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____ x	\$49.25	\$62.50 =	\$_____
6' L x 24" W .....	_____ x	\$51.75	\$67.25 =	\$_____
8' L x 24" W .....	_____ x	\$57.25	\$74.25 =	\$_____

<b>42" High Undraped Tables</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
4' L x 24" W .....	_____ x	\$53.00	\$69.00 =	\$_____
6' L x 24" W .....	_____ x	\$58.75	\$76.25 =	\$_____
8' L x 24" W .....	_____ x	\$65.25	\$84.50 =	\$_____

<b>Pedestal Tables</b> .....	<b>Qty</b>	<b>Discount</b>	<b>Standard</b>	<b>Extended</b>
18" H x 30" Round .....	_____ x	\$65.50	\$85.00 =	\$_____
30" H x 30" Round .....	_____ x	\$95.75	\$124.25 =	\$_____
42" H x 30" Round .....	_____ x	\$98.00	\$130.00 =	\$_____
42" H x 30" Round – with black cover.....	_____ x	\$129.25	\$168.00 =	\$_____
30" H x 42" Round – (conference Table).....	_____ x	\$91.75	\$119.25 =	\$_____

**Total Estimated Tables**                      \$ \_\_\_\_\_

The Recap of Orders form must be submitted with all orders.

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

FLOOR COVERING

**STANDARD CARPET**

**10 oz NYLON CARPET**



Black



Blue



Burgundy



Green



Grey



Red



Tan



Teal

**PREMIUM CARPET**

**28 oz NYLON CARPET**



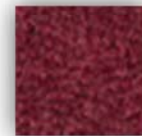
Berry



Black



Blue



Burgundy



Charcoal



Cobalt



Emerald



Gold



Green



Ice



Navy



Platinum



Purple



Red



Silver



Soft Ivory



Tan



Teal



White

### STANDARD CARPET (10 oz NYLON)

Item	Qty	Discount	Standard	Extended
10' x 10'	_____ x	\$165.00	\$215.00 =	\$ _____
10' x 20'	_____ x	\$330.00	\$430.00 =	\$ _____
10' x 30'	_____ x	\$495.00	\$645.00 =	\$ _____
10' x 40'	_____ x	\$660.00	\$860.00 =	\$ _____

#### Custom Size – Standard Carpet

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.	_____	_____ x \$1.65	\$2.15 =	\$ _____

#### Color Selection

Black  Blue  Burgundy  Green  Grey  Red  Tan

*\*If no color is selected, grey will be provided*

### PREMIUM CARPET (28 oz NYLON)

#### Premium Carpet

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.	_____	_____ x \$5.46	\$7.10 =	\$ _____

#### Color Selection

Berry  Black  Blue  Burgundy  Charcoal  Cobalt  Emerald  Green  Ice  
 Navy  Platinum  Purple  Red  Silver  Soft Ivory  Tan  Teal  White

- Premium carpet must be ordered 14 days prior to the first day of exhibitor move in.
- Once an order for premium carpet has been placed it is subject to a 100% cancellation fee.
- Premium carpet orders require a 100 square foot minimum.
- Premium carpet orders come with protective covering at no charge.

### PADDING & PROTECTIVE COVERING

#### Carpet Padding

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.	_____	_____ x \$1.17	\$1.53 =	\$ _____

#### Protective Covering

Booth Dimension	Total Area	Discount	Standard	Extended
_____ X _____ = _____ sq. ft.	_____	_____ x \$0.96	\$1.25 =	\$ _____

Total Estimated Floor Covering \$ \_\_\_\_\_

The Recap of Orders form must be submitted with all orders.

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

## INLINE RENTAL EXHIBITS – 10' X 10'

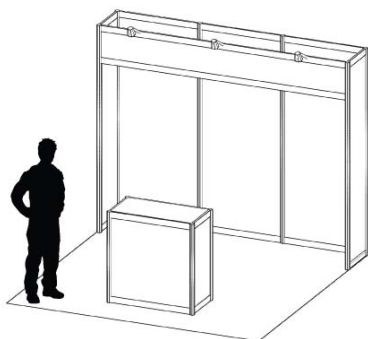
### What's included?

All rental units include booth carpet, lighting and full color graphics. The prices quoted are for print ready graphics. Graphic Panel dimensions and Graphic File Guidelines will be provided upon receipt of your order. Graphic panels submitted that are not print ready may be subject to additional labor set up charges.

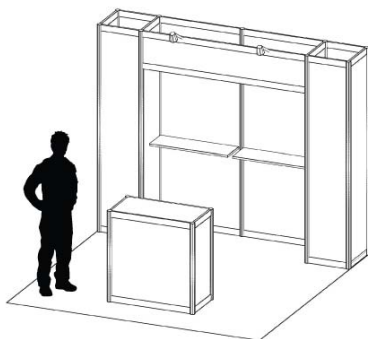
### Order Deadline

Rental display orders must be placed at least 14 days prior to the 1<sup>st</sup> day of exhibitor move in.

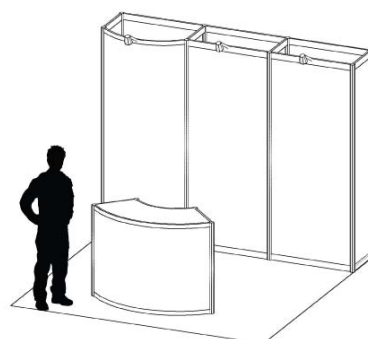
**MODEL 100**



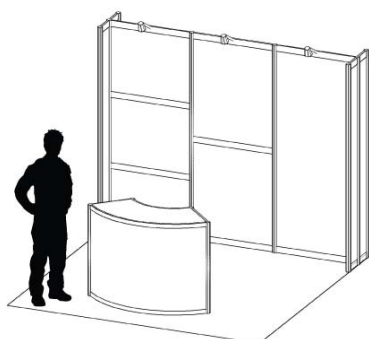
**MODEL 105**



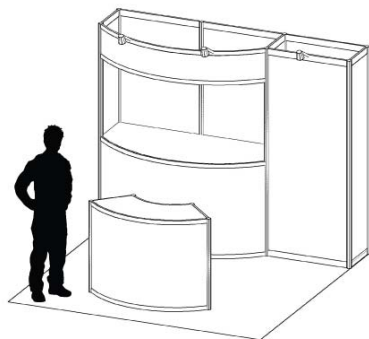
**MODEL 110**



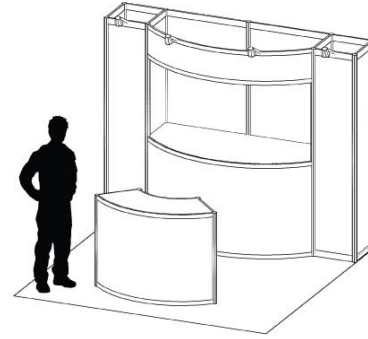
**MODEL 115**



**MODEL 120**



**MODEL 125**



Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

### INLINE RENTAL EXHIBITS – 10' X 20'

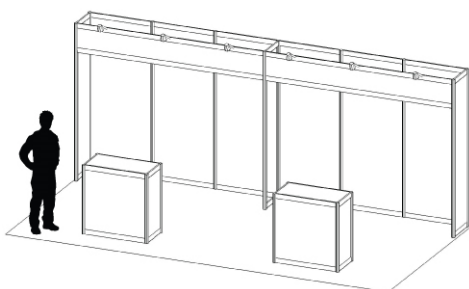
#### What's included?

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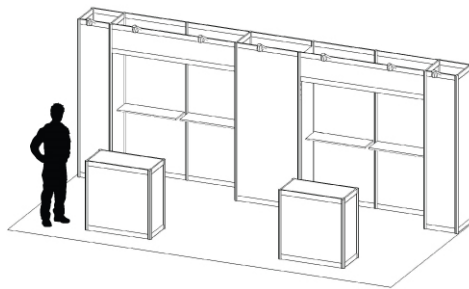
#### Order Deadline

Rental display orders must be placed at least 14 days prior to the 1<sup>st</sup> day of exhibitor move in.

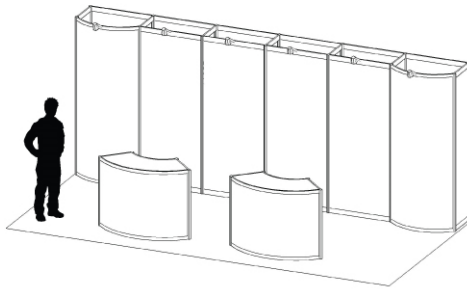
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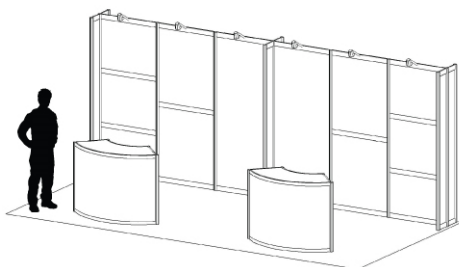
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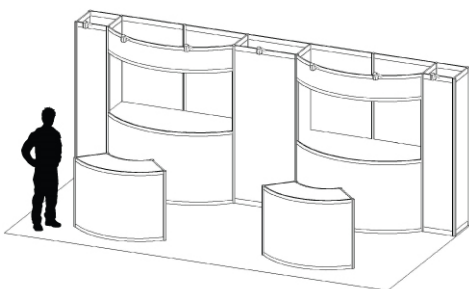
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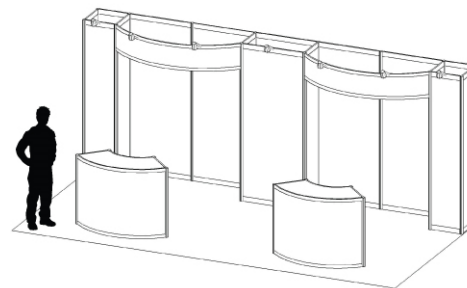
**MODEL 115**



**MODEL 120**



**MODEL 125**



Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

### ISLAND RENTAL EXHIBITS – 20' X 20'

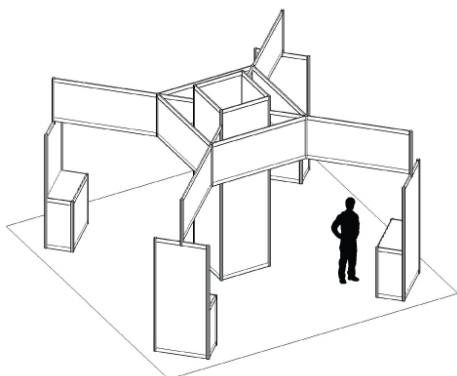
#### What's included?

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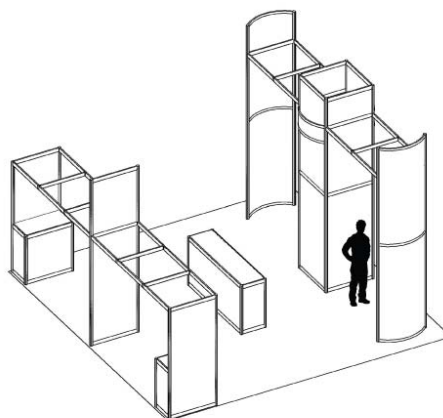
#### Order Deadline

Rental display orders must be placed at least 14 days prior to the 1<sup>st</sup> day of exhibitor move in.

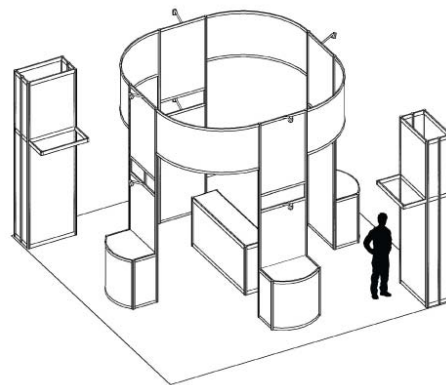
**MODEL 100**



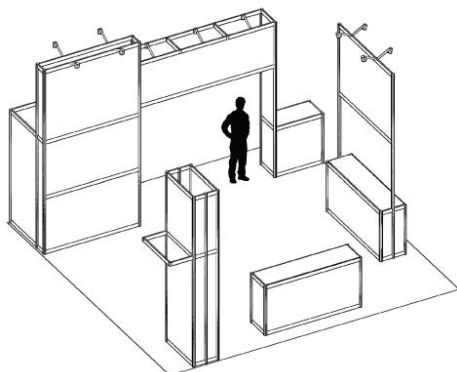
**MODEL 105**



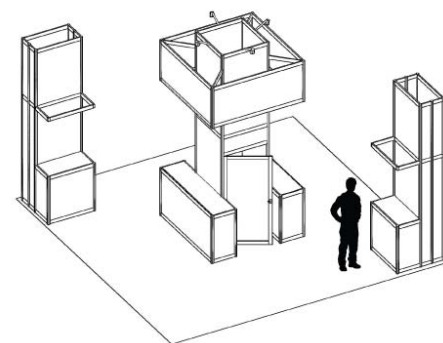
**MODEL 110**



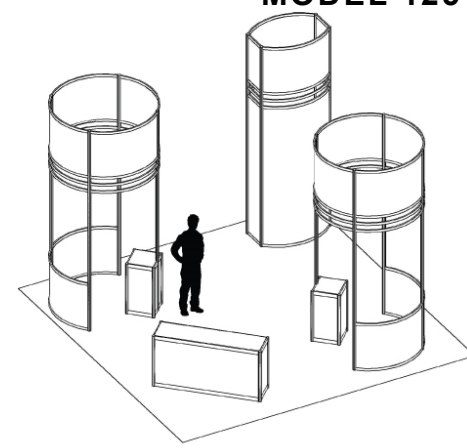
**MODEL 115**



**MODEL 120**



**MODEL 125**



Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_



### RENTAL EXHIBITS

10' x 10' Inline Exhibit .....	Qty	Discount	Standard	Extended
Model 100.....	_____ x	\$1500.00	\$1950.00 =	\$ _____
Model 105.....	_____ x	\$1750.00	\$2275.00 =	\$ _____
Model 110.....	_____ x	\$1750.00	\$2275.00 =	\$ _____
Model 115.....	_____ x	\$1500.00	\$1950.00 =	\$ _____
Model 120.....	_____ x	\$2100.00	\$2730.00 =	\$ _____
Model 125.....	_____ x	\$1900.00	\$2470.00 =	\$ _____

**Carpet Color Selection**

Black Blue Burgundy Green Grey Red Tan Teal

10' x 20' Inline Exhibit .....	Qty	Discount	Standard	Extended
Model 100.....	_____ x	\$2475.00	\$3215.00 =	\$ _____
Model 105.....	_____ x	\$2890.00	\$3755.00 =	\$ _____
Model 110.....	_____ x	\$2890.00	\$3755.00 =	\$ _____
Model 115.....	_____ x	\$2475.00	\$3220.00 =	\$ _____
Model 120.....	_____ x	\$3465.00	\$4505.00 =	\$ _____
Model 125.....	_____ x	\$3135.00	\$4075.00 =	\$ _____

**Carpet Color Selection**

Black Blue Burgundy Green Grey Red Tan Teal

20' x 20' Island Exhibit .....	Qty	Discount	Standard	Extended
Model 100.....	_____ x	\$8600.00	\$11180.00 =	\$ _____
Model 105.....	_____ x	\$8750.00	\$11375.00 =	\$ _____
Model 110.....	_____ x	\$9200.00	\$11960.00 =	\$ _____
Model 115.....	_____ x	\$9000.00	\$11700.00 =	\$ _____
Model 120.....	_____ x	\$7800.00	\$10140.00 =	\$ _____
Model 125.....	_____ x	\$8300.00	\$10790.00 =	\$ _____

**Carpet Color Selection**

Black Blue Burgundy Green Grey Red Tan Teal

A Hubbell/Tyner service representative will contact you to discuss your Rental Exhibit and answer any questions you may have upon receipt of your order.

**Total Estimated Rental Displays**      \$ \_\_\_\_\_

**The Recap of Orders form must be submitted with all orders.**

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

## SIGNS & BANNERS

### STANDARD SIZE SIGNS

Item .....	Qty	Discount	Standard	Extended
11" x 14" .....	_____ x _____	\$15.85	\$20.60 =	\$_____
14" x 22" .....	_____ x _____	\$31.75	\$39.65 =	\$_____
22" x 28" .....	_____ x _____	\$63.50	\$79.35 =	\$_____
28" x 44" .....	_____ x _____	\$127.00	\$158.65 =	\$_____
38" x 84" (Meter Board) .....	_____ x _____	\$319.20	\$414.96 =	\$_____

All signs are mounted on 3/16" foam core and priced as single sided. Other substrates are available upon request. Meter Boards are mounted on 1/2" board.

### CUSTOM SIZE SIGNS

Item .....	Qty	Discount	Standard	Extended
Sign Single Sided _____ x _____ = _____ sq in... L W	_____ x _____	\$0.10	\$0.13 =	\$_____
Sign Double Sided _____ x _____ = _____ sq in . L W	_____ x _____	\$0.15	\$0.20 =	\$_____

### BANNERS

Item .....	Qty	Discount	Standard	Extended
Banner Single Sided _____ x _____ = _____ sq ft L W	_____ x _____	\$14.80	\$19.30 =	\$_____
Banner Double Sided _____ x _____ = _____ sq ft L W	_____ x _____	\$22.20	\$28.95 =	\$_____

**Please note:**

- All sign/banner orders must be placed 14days prior to the 1<sup>st</sup> day of exhibitor move in.
- Should submitted artwork require additional graphic design services additional charges may apply, please see the following graphic guidelines document.
- The submission of digital files is required with all graphic orders, please see the following graphic guidelines for submission methods.
- All sign orders are subject to a 100% cancellation fee.

**Total Estimated Rental Displays**      \$\_\_\_\_\_

**The Recap of Orders form must be submitted with all orders.**

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_

### DIGITAL GRAPHIC GUIDELINES

To ensure your printed graphics meet the highest quality standards the following information will help guide you in the preparation of your files. Hubbell/Tyner's state of the art in house graphic design center is capable of producing high quality four color digital printing of signs, banners and display materials. All quoted prices are based on the receipt of print ready graphic files. Should submitted artwork require additional graphic design services, additional charges may apply.

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### PREFERRED FILE FORMAT

We are capable of working with all files created in the Adobe Creative Suite listed below. Please note InDesign files are accepted but not preferred for large format printing.

<b>Program</b>	<b>File Format</b>
• Adobe Illustrator CS6 or below	.ai .eps
• Adobe Photoshop CS6 or below	.psd .tiff .jpg
• Adobe InDesign CS6 or below	.indd (all links must be included)
• Adobe Acrobat	.pdf (please refrain from using crop marks)

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### COLOR & RESOLUTION

#### Resolution

All files must be a minimum of 100 dpi at 100%.

#### Color

All files are printed as CMYK format. When possible please convert RGB to CMYK.

If Pantone colors are to be matched please specify all coated or uncoated swatches.

#### Vector Art

All fonts and logos must be outlined to ensure consistency.

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### SUBMITTING ARTWORK

- Hubbell/Tyner is capable of receiving files below 10 MB via e-mail.
- Should files exceed this limit please contact your Hubbell/Tyner representative for access to our online file sharing system.
- Digital graphic files may also be sent by mail to the address below as CD-ROM/DVD or a digital flash drive  
Hubbell/Tyner  
Attn: Event Name  
2110 Old Highway 8 NW  
New Brighton, MN 55112

## MATERIAL HANDLING RATES

### WAREHOUSE ADVANCED SHIPMENTS (8:00 AM – 4:30 PM MON – FRI)

- |  | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|--|-------------------|------------------------|
| • Storage at our advance warehouse up to 30 days prior to show opening |                   |                        |
| • Delivery to show site and placement at your booth                    | \$81.00           | \$162.00               |
| • Removal & return of empty containers                                 |                   |                        |
| • Loading of outbound shipments from show site                         |                   |                        |

### EXHIBIT HALL DIRECT SHIPMENTS

- |   | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|---|-------------------|------------------------|
| • Placement of materials at your booth                  |                   |                        |
| • Removal & return of empty containers                  | \$78.00           | \$156.00               |
| • Loading of outbound shipments from show site          |                   |                        |
| • Must have a certified weight ticket                   |                   |                        |
| • Must be sent during scheduled exhibitor install hours |                   |                        |

### UNCRATED MATERIAL / SPECIALIZED CARRIER SHIPMENTS

- |   | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|---|-------------------|------------------------|
| • Loose or pad wrapped materials can only be received at show site during exhibitor setup hours | \$122.00          | \$243.00               |

### LATE FREIGHT

- |  | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|--|-------------------|------------------------|
| • Freight received at warehouse less than 5 days prior to show move in times | \$27.25           | \$54.50                |
| • Late freight is an additional charge to the appropriate drayage rate       |                   |                        |

### OVERTIME

- |  | <b>CWT Charge</b> | <b>200 lb. Minimum</b> |
|--|-------------------|------------------------|
| • Before 8:00 am or after 4:00 pm Mon – Fri, and all day Sat & Sun, & Holidays | \$21.25           | \$42.25                |
| • Overtime is an additional charge to the appropriate drayage rates            |                   |                        |

### SMALL PACKAGE/SHIPMENT RATE

- |   |                                  |
|---|----------------------------------|
| • Cartons/Envelopes weighing less than 30 lbs. per shipment | \$48.00 / small package shipment |
|---|----------------------------------|

### EMPTY CONTAINERS

Hubbell/Tyner will store exhibit materials/containers that have not been handled by Hubbell/Tyner prior to placement in your booth at the following rates:

**\$20.00 / each – Any fiber case, box or carton**

**\$43.00 / each – Empty wooden crates and skids/pallets**

**Please Note:** All shipments must be sent prepaid. Hubbell/Tyner will not accept C.O.D shipments.

**Please see the following page to estimate your material handling needs.**

ESTIMATED MATERIAL HANDLING

SHIPMENT ADDRESSES

**Advance Shipments:**

Receiving dates: Feb. 21 – Mar. 15  
 Receiving hours: Mon – Friday 8:00am – 4:30pm  
**To:** Exhibiting Company Name / Booth #  
**For:** OKC Home & Outdoor Living Show  
 Hubbell/Tyner  
 c/o YRC Freight  
 8000 Southwest 15th St.  
 Oklahoma City, OK 73127

**Direct Shipments:**

Receiving Dates and Times: March 21-22, 8:00 am – 6:00 pm  
**To:** Exhibiting Company Name / Booth #  
**For:** OKC Home & Outdoor Living Show  
 c/o Hubbell/Tyner  
 OKC State Fairgrounds – The Pavilion  
 3001 General Pershing Blvd.  
 Oklahoma City, OK 73107

- Please use the freight labels included on the following pages.

<p><b>Warehouse Advance Shipments</b> (*200 lb. Minimum Handling Charge)                  Shipment Weight _____ ÷ *100 = _____ x \$81.00 per 100 lbs = ____</p> <p><b>Exhibit Hall Direct Shipments</b> (*200 lb. Minimum Handling Charge)                  Shipment Weight _____ ÷ *100 = _____ x \$78.00 per 100 lbs = ____</p> <p><b>Uncrated or Specialized Carrier Shipments Direct</b> (*300 lb. Minimum Handling Charge)                  Shipment Weight _____ ÷ *100 = _____ x \$122.00 per 100 lbs = ____</p> <p><b>Late Freight</b> (200 lb. Minimum Handling Charge)                  Freight received at Advance warehouse after advance deadline                  Shipment Weight _____ ÷ *100 = _____ x \$27.25 per 100 lbs = ____</p> <p><b>Overtime Freight</b> (200 lb. Minimum Handling Charge)                  Freight loaded or received after 4:30 pm Mon – Fri or weekends                  Shipment Weight _____ ÷ *100 = _____ x \$21.25 per 100 lbs = ____</p>
---

**Total Estimated Material Handling \$ \_\_\_\_\_**

The Recap of Orders form must be submitted with all orders.

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

## **MATERIAL HANDLING INFORMATION**

### **Freezable/Controlled Environment Shipments**

Hubbell/Tyner does not have facilities for shipments that require refrigeration or a controlled environment. It is the exhibitor's responsibility to make arrangements for controlled environment storage. Hubbell/Tyner is not responsible for shipments that are not properly labeled.

### **Overtime**

Overtime charges apply to shipments that meet the following guidelines:

#### **Inbound Freight**

Shipments delivered to the advance warehouse and delivered to show site before 8:00 am or after 4:30 pm on weekdays or delivered anytime on weekends or holidays.

#### **Outbound Freight**

Shipments loaded after 4:30 pm on weekdays or anytime on weekends or holidays.

### **Late Freight**

Late Freight charges apply to shipments that meet the following guideline:

Shipments that arrive at the advance warehouse past the 5-day cut-off.

These shipments are subject to courier charges in addition to late freight charges.

### **Return Shipping**

Exhibitors are responsible for making their own return shipping arrangements, unless using Hubbell/Tyner's contracted carriers. Blank bills of lading & shipping labels will be available at the Hubbell/Tyner Service Desk. Hubbell/Tyner assumes NO responsibility for shipments that do not have a completed bill of lading turned in to the Service Desk.

### **Outbound Shipping Information**

- Outbound Bills of Lading must be completed and turned into the Hubbell/Tyner Service Desk on show site.
- A credit card is required for all material handling. Please complete the Credit Card Authorization and Recap of Orders form.
- Local Storage Services are available upon request.
- If you are shipping out of the show using your own freight carrier it is important that you have your own appropriate labels/tags. You will also need to schedule your shipper to arrive on show site to pick your shipment up the day that the show concludes.

SHIPPING LABELS

**Advance Shipment \*** late warehouse charges apply after: March 15, 2018  
OKC Home & Outdoor Living Show 2018

To: **HUBBELL/TYNER**  
**EXPOSITION SERVICES**

c/o: YRC Freight  
8000 Southwest 15th St.  
Oklahoma City, OK 73128



Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.  
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

**Advance Shipment \*** late warehouse charges apply after: March 15, 2018  
OKC Home & Outdoor Living Show 2018

To: **HUBBELL/TYNER**  
**EXPOSITION SERVICES**

c/o: YRC Freight  
8000 Southwest 15th St.  
Oklahoma City, OK 73128



Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.  
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

**Direct Shipment** \* Shipments will not be received before March 21-22, 2018  
OKC Home & Outdoor Living Show 2018

To: The Oklahoma State Fairgrounds – The Pavilion

c/o: Hubbell/Tyner  
3001 General Pershing Blvd.  
Oklahoma City, OK 73107



Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.  
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED

**Direct Shipment** \* Shipments will not be received before March 21-22, 2018  
OKC Home & Outdoor Living Show 2018

To: The Oklahoma State Fairgrounds – The Pavilion

c/o: Hubbell/Tyner  
3001 General Pershing Blvd.  
Oklahoma City, OK 73107



Exhibiting Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_ pieces

ALL GOODS AND MATERIALS REQUIRING PROTECTION FROM FREEZING MUST BE LABELED USING LARGE LETTERS.  
HUBBELL/TYNER WILL NOT BE RESPONSIBLE FOR GOODS NOT LABELED



### LIMITS OF LIABILITY

1. All shipments should be insured by you, the Exhibitor, from the time it leaves your facilities until the time it is returned from the show. Shipments received without receipts or freight bills (UPS/FedEx) will be delivered to the booth without guarantee of piece count or condition. Hubbell/Tyner is not responsible for shipments left in booth by an exhibitor. We will count & ship pieces found in the booth as we remove them from the exhibit hall. Hubbell/Tyner is not responsible for damage of uncrated materials, materials improperly packed, concealed damage, loss or theft of exhibitor's materials. Hubbell/Tyner is limited to \$0.30/lb per article, with a maximum of \$50.00/item, and a maximum of \$1000.00/shipment, should damage occur while being handled by Hubbell/Tyner personnel or contractors. Any damage claims must be made before the close of the show.
2. Claims of loss or damage must be submitted to Hubbell/Tyner by the close of the show. Otherwise, Hubbell/Tyner will not have any liability whatsoever for any loss or damage. No suit or action shall be brought against Hubbell/Tyner more than one year after the show. Hubbell/Tyner shall not be liable for loss, damage, theft or disappearance of exhibitor materials after same have been delivered to the exhibitor booth.
3. In order to expedite removal of materials from the show site, Hubbell/Tyner shall have the authority to change designated carriers if such carriers do not pick up on time. If carriers contracted directly with exhibitor fail to immediately pick up or refuse to accept shipment, Hubbell/Tyner reserves the right to remove, ship and re-route such shipments, or ship to the Hubbell/Tyner warehouse or other storage area. Where the exhibitor makes no deposition, materials will be re-routed at the discretion of Hubbell/Tyner and exhibitor agrees to be responsible for payment of charges relating to such re-routing. Hubbell/Tyner assumes no liability as a result of such re-routing.
4. Hubbell/Tyner shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance written notice has been given to Hubbell/Tyner at least 30 days prior to the event. Hubbell/Tyner shall not be liable for damage to uncrated materials, material improperly packed, or concealed damage. If the contents or conditions of packages are not known to Hubbell/Tyner.
5. Hubbell/Tyner shall not be liable for the loss or disappearance of exhibitor materials after the same have been delivered to exhibitor booth, and Hubbell/Tyner shall not be liable for exhibitor materials before they are picked up from the exhibitor's booth for loading after the show.
6. Empty container labels will be available at the Hubbell/Tyner service desk. Placing these labels on exhibitor crates is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for empty storage only, and Hubbell/Tyner assumes no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers. All previous labels should be removed or obliterated. Hubbell/Tyner assumes no responsibility for exhibitors failure to follow the above procedures, removal of containers with old labels or without Hubbell/Tyner labels; shipping of containers with improper information or empty labels, or the removal or disposition of materials stored in containers with improper information or empty labels, or the removal or disposition of materials stored in containers with empty labels.
7. Small package shipments received without individual or carrier receipts or freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., will be delivered to the booth without guarantee of piece count or condition. Hubbell/Tyner shall not accept liability for such shipments.
8. The exhibitor agrees in connection with the receipt, handling, temporary storage, and reloading of it materials; that Hubbell/Tyner will provide these services as the exhibitors agent and not as Bailee or shipper. If any employee of Hubbell/Tyner signs a delivery receipt, bill of lading or other document, we agree that Hubbell/Tyner will do so as the exhibitor's agent, and the exhibitor accepts the responsibility thereof. Hubbell/Tyner shall not be liable for damage to exhibitor materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative. Forklift and operators are available to assist you with setup, spotting of machinery and unskidding once it has been delivered to your booth. Do not order forklifts to unload your truck or deliver your freight to your booth.

### FORKLIFT SERVICE

#### FORKLIFT SERVICE INFORMATION

- Forklift and operators are available to assist you with setup, spotting of machinery and un-skidding once it has been delivered to your booth. Do not order forklifts to unload your freight carrier. Please see the material handling forms included in this kit.
- 5,000 lb. forklifts are standard, any forklifts over 5,000 lbs. must be ordered in advance
- If a crane or special lift is needed, please call Hubbell/Tyner customer service for availability and quote
- A one-hour charge will be applied to all orders cancelled without 48 hour notification
- Payment is due and payable when services are rendered
- The exhibitor is responsible to check-in with the Hubbell/Tyner service desk when the forklift is needed
- **Check in at the Hubbell/Tyner service desk on show site when you are ready for your Forklift. All Forklift orders are assigned on a first come first serve basis.**

FORKLIFT RATES (1 hr. minimum)	Discount	Standard	On-Site
Straight Time: 5000# Forklift (3 Stage)	\$197.75	\$237.93	\$285.31
Overtime: 5000# Forklift (3 Stage)	\$276.25	\$332.75	\$399.75
Straight Time: 5000# Forklift (4 Stage)	\$245.25	\$294.50	\$353.25
Overtime: 5000# Forklift (4 Stage)	\$342.00	\$391.50	\$445.00

**Straight Time:** 8:00 am – 4:30 pm, Monday – Friday

**Overtime:** Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays

#### FORKLIFT SCHEDULE

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____
Dismantle	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____

Are fork extensions, straps, chains or any other equipment needed, if yes what is needed? \_\_\_\_\_

**Total Estimated Forklift Service \$** \_\_\_\_\_

The Recap of Orders form must be submitted with all orders.

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

### LABOR

LABOR RATES (1 hr. minimum)	Discount	Standard	On-Site
Straight Time Labor	\$86.00	\$108.00	\$130.00
Overtime Labor	\$147.00	\$178.00	\$210.00

**Straight Time:** 8:00 am – 4:30 pm, Monday – Friday

**Overtime:** Before 8:00 am and after 4:30 pm, Monday – Friday, and all day Saturday and Sunday along with Holidays

### LABOR SCHEUDLE

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____
Dismantle	_____	_____	x _____	x _____	= \$ _____
	_____	_____	x _____	x _____	= \$ _____

### LABOR SURPERVISION OPTIONS (please check one)

**Exhibitor Supervision**

Work is to be performed only under supervision of exhibiting company's representative. If the representative does not report to the service desk at the time labor has been requested, a one-hour charge will be assessed.

Representative Name/Company: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

**Hubbell/Tyner Supervision**

Work performed under the supervision of Hubbell/Tyner will be charged an additional 30% of the total bill for this service. In order for Hubbell/Tyner to perform the work without the exhibitor' present, Hubbell/Tyner must have detailed setup instructions and outbound shipping information with this order.

### OUTBOUND FREIGHT

**Outbound Freight** (will be shipped via our preferred carrier unless prior arrangements are made by the exhibiting company)

Ship To: \_\_\_\_\_ Bill To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### IMPORTANT INFORMATION

- There will be a 100% cancellation fee, for labor canceled on show site
- There will be a 1 hr. charge per man to exhibitors that cancel their labor request within 48 of the start time.

**Total Estimated Labor \$ \_\_\_\_\_**

**The Recap of Orders form must be submitted with all orders.**

**Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_**

## SIGN & BANNER HANGING

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### LABOR RATES FOR SIGNS UNDER 50 LBS. (rates include hanging and removal)

**Straight Time:** \$452.50 per man hour  
(8:00 am – 4:30 pm, Monday – Friday)

**Overtime:** \$554.25 per man hour  
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

In the event more than an hour is needed, the labor charge will be prorated to \$110.00 per person/hr straight time & \$216.00 per person/hr overtime.

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### LABOR RATES FOR SIGNS OVER 50 LBS. (rates include hanging and removal)

**Straight Time:** \$593.75 per man hour  
(8:00 am – 4:30 pm, Monday – Friday)

**Overtime:** \$744.75 per man hour  
(Before 8:00 am and after 4:30 pm. Monday – Friday, and all day Saturday and Sunday along with holidays)

In the event more than an hour is needed, the labor charge will be prorated to \$110.00 per person/hr straight time & \$216.00 per person/hr overtime.

---

### PLEASE INCLUDE THE FOLLOWING

Dimensions of Sign: L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_ Weight of Sign \_\_\_\_\_

# of Signs (for configuration please attach a photo or line drawing)

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### SIGN HANGING POLICIES

- Advance arrangements must be made at least 10 days prior to show move-in. Failure to advise Hubbell/Tyner 10 days prior will result in a \$154.00 late order fee.
- Hubbell/Tyner reserves the right to not hang any signs that could be a safety hazard.
- Exhibitors are responsible for notifying Hubbell/Tyner when their sign is ready to be hung on-site.
- All signs must hang within the boundaries of your booth space.
- Prices above do not include cable, clamps and miscellaneous supplies for hanging of signs. Actual charges will be determined once the sign is hung.

Total Estimated Sign & Banner \$ \_\_\_\_\_

The Recap of Orders form must be submitted with all orders.

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

**BOOTH CLEANING**

Vacuuming service is not included in your space rental for this event. If you wish to have your booth space vacuumed, please circle the days needed and return this form along with payment to Hubbell/Tyner.

**DAILY BOOTH VACUUMING SERVICE** (please circle days requested below)

Vacuum service ordered is performed each day prior to the show opening.

**Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday**

<b>Cleaning Service</b>	<b>Area</b>		<b>Price</b>		<b># Days</b>		<b>Extended</b>
Vacuuming	_____	x	\$0.43 / sq ft	x	_____	=	\$ _____

**Total Estimated Booth Cleaning \$ \_\_\_\_\_**

The Recap of Orders form must be submitted with all orders.

**Exhibiting Company** \_\_\_\_\_ **Booth #** \_\_\_\_\_



State Fair  
PARK

PO Box 74943  
Oklahoma City, OK 73147  
Main Line: 405.948.6700  
Fax Line: 405.948.6828  
[phones@okstatefair.com](mailto:phones@okstatefair.com)

## STATE FAIR PARK WIRED INTERNET & TELEPHONE LINE ORDER FORM

*This form is intended for exhibitors, vendors or individuals not contracted directly with State Fair Park. Show promoters should use the State Fair Park Equipment/Services Pricing and Order Form available on the website or from your Event Services Manager.*

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Required to process order/payment.

Address: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

Event/Show Name: \_\_\_\_\_

Building: \_\_\_\_\_

Date(s) Required: \_\_\_\_\_

Booth #: \_\_\_\_\_

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### WIRED INTERNET

NOTES:

- Wireless connectivity is FREE and available in most locations. Simply access it by selecting 'State Fair' from the network options.
- Wired connectivity is not available in all locations.

# of lines: \_\_\_\_\_ X \$450.00 (if ordered with at least 30 days to required date) or \$585.00 = \$ \_\_\_\_\_

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### TELEPHONE

NOTES FOR PHONE LINES IN BARNS/BUILDINGS (Except the Bennett Event Center):

- Instruments are not provided.
- Phone lines are ordered for local and toll free numbers only. Long distance requires a calling card.
- Dial "9" for an outside line.

# of lines (regular): \_\_\_\_\_ X \$150.00 (if ordered with at least 30 days to required date) or \$175.00 = \$ \_\_\_\_\_

NOTES FOR PHONE LINES IN THE BENNETT EVENT CENTER:

- The Bennett Event Center is VoIP only.
- **Not necessary** to dial "9" for an outside line.
- Includes unlimited local and domestic long distance.

# of lines (Bennett EC): \_\_\_\_\_ X \$200.00 (if ordered with at least 30 days to required date) or \$250.00 = \$ \_\_\_\_\_

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**GRAND TOTAL: \$ \_\_\_\_\_**

Order forms should be faxed or emailed to the fax/email address above. Once your order is processed, an email will be sent with a link to a payment portal to complete your transaction by credit card. No lines will be ordered until payment is received. Payments made less than 30 days to the event will be considered late, the higher rate prevailing, and will not be ordered if the late price is not remitted.

**Orders/payments made in person must be cash, cashier's check/money order or credit card if 14 days or less to required date. Personal or business checks will not be accepted unless proper amount is remitted at least 15 days to required date.**