



PEORIA FLAG  
&  
DECORATING CO.  
-EXHIBITION DECORATORS-

920 E. GLEN AVENUE  
PEORIA HEIGHTS, ILLINOIS 61616-5377  
(309) 685-8989 \* (800) 322-3946  
FAX (309) 685-8537  
CENTRAL ILLINOIS FLAG HEADQUARTERS

Service we're proud of!

36<sup>th</sup> ANNUAL  
GREATER PEORIA FARM SHOW  
PEORIA CIVIC CENTER  
PEORIA, ILLINOIS  
November 28<sup>th</sup> – 30<sup>th</sup>, 2017

Dear Exhibitor:

Welcome to the 2017 Greater Peoria Farm Show at the Peoria Civic Center. Peoria Flag & Decorating Co., has again been named the official show decorator. This packet contains information for ordering extra equipment and services. To qualify for the discount pricing your order must be prepaid by check or credit card authorization. Please fill out the Payment Form with all orders.

Each 10' Booth Space will be Blue / White in color and will have an 7" x 44" I.D. Sign. The Floor is concrete.

**THERE ARE NO PROVIDED TABLES OR CHAIRS!!**

If you are going to ship in freight, it must arrive by November 24<sup>th</sup>, 2017. **PLEASE SHIP ALL FREIGHT PREPAID, ALL COLLECT SHIPMENTS WILL BE REFUSED!! ANY FREIGHT SENT DIRECTLY TO THE PEORIA CIVIC CENTER PRIOR TO MONDAY NOVEMBER 27<sup>TH</sup>, 2017 WILL BE REFUSED!! PLEASE FILL OUT THE FREIGHT FORM WITH ALL FREIGHT SHIPMENTS!!**

Please note that this packet contains forms for ordering telephone, and electrical service. **PLEASE SEND THOSE FORMS AND PAYMENT DIRECTLY TO THE PEORIA CIVIC CENTER AND NOT PEORIA FLAG & DECORATING!!**

**ALL ORDERS MUST BE PREPAID BY CHECK OR CREDIT CARD AUTHORIZATION!**

Peoria Flag & Decorating Co., will maintain a Service Desk during move-in on Monday November 27<sup>th</sup> from 8am until 5pm and again on Tuesday November 28<sup>th</sup> from 7am until 9am, to assist in any last minute needs you may have. It will be located with the Farm Show Registration Desk.

Please check through all the forms, order early and prepay. This will ensure that the services you desire will be in place when you arrive to setup. You may fax us your order to us at (309)685-8537 or email [brian@peoriaflag.com](mailto:brian@peoriaflag.com) . If you have any questions, please call us at (800)322-3946. Thank You!! Have a Great Show!!

You may access the entire show packet on our website [www.peoriaflag.com](http://www.peoriaflag.com) .



920 East Glen Avenue  
 Peoria Heights, IL 61616-5377  
 (309) 685-8989 \* (800) 322-3946 \* Fax (309) 685-8537  
 Website: www.peoriaflag.com

**DEADLINE FOR THIS FORM IS:**  
**NOVEMBER 22<sup>ND</sup>, 2017**  
**RETURN EITHER BY FAX OR MAIL**

PLEASE PRINT OR TYPE

**PAYMENT POLICY**

**THIS SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER!**

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER FOR ANY RENTALS OR SERVICES THAT ARE TO BE PROVIDED BY PEORIA FLAG & DECORATING CO., INC. A CREDIT CARD IS REQUIRED TO BE ON FILE EVEN IF YOUR ORDER IS PAID BY CASH OR CHECK.** Payment in full for all rentals and services, including applicable state and local tax, must accompany your advance orders to qualify for the **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders receive without payment, after the stated deadline date, and for your orders placed at the show site will be charged at the **STANDARD RATE**. Charges are due and payable upon presentation of invoice at the show site. Credit will be extended to customers that have approved credit applications on file with Peoria Flag & Decorating Co., Inc. Payments received within 30 days of invoice date will be **NET**. After 30 days, a service charge of 2% per month (24% per annum) will be added to the unpaid balance of the invoice until it is paid.

**CREDIT CARD INFORMATION MUST BE ON FILE TO COMPLETE YOUR ORDER EVEN IF YOU ARE PAYING BY CASH OR CHECK. ANY UNPAID BALANCES WILL BE CHARGED TO THE CREDIT CARD ON FILE.**

VISA  MASTER CARD  AMERICAN EXPRESS  DISCOVER EXPIRATION DATE: \_\_\_\_\_ V-CODE: \_\_\_\_\_

**V- CODE: AM EX-FRONT OF CARD, ABOVE CREDIT #, VISA/MC/DISC- BACK OF CARD, LAST 3 DIGITS IN SIGNATURE AREA**

PRINT CARD HOLDER'S NAME: \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

SIGNATURE OF CARDHOLDER \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

**PLEASE INDICATE YOUR FORM OF PAYMENT**

**CREDIT CARD ON FILE** Please use the above card on file for all charges, and for all remaining balances not covered by the check.

**COMPANY CHECK** Check Number: \_\_\_\_\_ Please make all checks payable to Peoria Flag & Decorating Co.

**APPROVED HOUSE ACCOUNT** Please charge at the **STANDARD RATE** all charges to our **APPROVED** Peoria Flag & Decorating Co House Account. We understand all terms and conditions.

**PURCHASE ORDER** (please attach copy) – P.O. #: \_\_\_\_\_ DATE: \_\_\_\_\_

**AUTHORIZED SIGNATURE & TITLE:** \_\_\_\_\_

**NAME OF EVENT: 2017 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 (c/s/z) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

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

**RENTALS ARE NON-TAXABLE**

PLEASE PRINT OR TYPE

## RENTAL FURNITURE AND EQUIPMENT ORDER FORM

**PAYMENT POLICY:** Payment in full of rental charges, must accompany your **ADVANCE ORDER** to qualify for **DISCOUNT RATES**. See enclosed **PAYMENT POLICY AND BILLING AUTHORIZATION FORM** which must be signed and accompany this order form.

**CANCELLATION POLICY:** Items cancelled after move-in begins will be charged at 50% of original price -- Carpeting and draped table(s) at 100% of price.

**COLOR/SIZE SELECTIONS:** Circle color and/or size where applicable. Choices not indicated will be selected by Peoria Flag to coordinate with show colors.

**ORDERS WILL BE ENTERED AS CHECKED BELOW. CHARGES INCLUDE PLACING IN BOOTH READY FOR USE. EQUIPMENT IS ON A RENTAL BASIS ONLY. ORDERS CONFIRMED ONLY UPON REQUEST. ALL MATERIALS REMAIN THE PROPERTY OF PEORIA FLAG & DECORATING CO.**

CHAIRS	DISCOUNT RATE	STANDARD RATE	QUANTITY
FOLDING CHAIR	\$8.00	\$11.00	
PADDED SIDE CHAIR	15.00	\$20.00	
PADDED ARM CHAIR	17.00	\$22.00	
<b>PADDED STOOL W/BACK</b>	<b>35.00</b>	<b>\$40.00</b>	
<b>CARPETING</b>		SHOW LOCATION IS: <b>CONCRETE</b>	
10' x 10'	\$80.00	\$95.00	
10' x 20'	\$160.00	\$200.00	
10' x 30'	\$240.00	\$285.00	
CARPET PADDING ...PER SQ./FT.	\$0.80	\$0.95	
<input type="checkbox"/> BLACK <input type="checkbox"/> GRAY <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		CARPET IS SHOW READY WHEN DELIVERED TO YOUR BOOTH. SEE CLEANING FORM FOR ADDITIONAL VACUUMING.	
<b>ADDITIONAL DRAPE</b>			
8' HIGH	\$4.50	\$5.75	
3' HIGH	\$3.50	\$4.75	
PRICES PER LINEAL FOOT	<b>COLOR:</b>		
<b>TABLETOP RISERS</b>			
4' L x 12" W x 10" H	\$24.00	\$30.00	
6' L x 12" W x 10" H	\$28.00	\$34.00	
ALL RISERS ARE COVERED & SKIRTED IN WHITE ONLY			
<b>MISCELLANEOUS EQUIPMENT</b>			
WASTEBASKET	\$9.00	\$11.00	
25' (16 GA.) EXTENSION CORD	\$9.00	\$11.00	
EASEL	\$15.00	\$20.00	
ROUND PEDESTAL TABLE SKIRTED (30" W x 30" H)	\$45.00	\$55.00	
ROUND PEDESTAL TABLE SKIRTED (30" W x 40"	\$55.00	\$65.00	

TABLES 30" H x 2' W	DISCOUNT RATE	STANDARD RATE	QUANTITY
4' LONG TABLE, SKIRTED 3 SIDES	\$55.00	\$65.00	
6' LONG TABLE, SKIRTED 3 SIDES	\$65.00	\$75.00	
8' LONG TABLE, SKIRTED 3 SIDES	\$70.00	\$80.00	
4' LONG TABLE, NOT SKIRTED	\$30.00	\$35.00	
6' LONG TABLE, NOT SKIRTED	\$35.00	\$40.00	
8' LONG TABLE, NOT SKIRTED	\$40.00	\$45.00	
<b>COUNTER TABLES 40" H x 2' W</b>			
4' LONG COUNTER, SKIRTED 3 SIDES	\$65.00	\$75.00	
6' LONG COUNTER, SKIRTED 3 SIDES	\$75.00	\$85.00	
8' LONG COUNTER, SKIRTED 3 SIDES	\$80.00	\$90.00	
4' LONG COUNTER, NOT SKIRTED	\$35.00	\$40.00	
6' LONG COUNTER, NOT SKIRTED	\$40.00	\$45.00	
8' LONG COUNTER, NOT SKIRTED	\$45.00	\$50.00	

<b>SKIRT 4th SIDE OF TABLE</b>			
SKIRT 4th SIDE of 30" TABLE (S)	\$20.00	\$25.00	
SKIRT 4th SIDE of 40" TABLE(S)	\$25.00	\$30.00	
<b>SKIRT COLOR DESIRED:</b> (INCLUDES WHITE VINYL TOP COVER)			
<input type="checkbox"/> RED	<input type="checkbox"/> SILVER	<input type="checkbox"/> BURGUNDY	<input type="checkbox"/> LIGHT GREEN
<input type="checkbox"/> WHITE	<input type="checkbox"/> TEAL	<input type="checkbox"/> HUNTER GREEN	<input type="checkbox"/> BEIGE
<input type="checkbox"/> BLUE	<input type="checkbox"/> BLACK	<input type="checkbox"/> GOLD	

**EACH 10' BOOTH SPACE WILL CONTAIN THE FOLLOWING:**

- AN 7" X 44" ID SIGN
- THE ENTIRE EXHIBIT FLOOR IS CONCRETE
- THERE ARE NO PROVIDED TABLES OR CHAIRS!!

NAME OF EVENT: **2017 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL**

COMPANY: \_\_\_\_\_ BOOTH # \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE #: (\_\_\_\_\_) \_\_\_\_\_

Name of Event: 2017 GREATER PEORIA FARMSHOW Booth / Meeting Room #: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 If Receipt Required (Please Check) Fax: \_\_\_\_\_ Email: \_\_\_\_\_

<b>ELECTRIC SERVICE AVAILABLE *:</b>	<b>Advance Fee **</b>	<b>Floor Order Fee ***</b>	<b>Qty.</b>	<b>Total \$</b>
1. 110V 20A (Std. 2 receptacle outlet up to 2,200 watts)	\$ 70.00	\$ 90.00		
2. 110V 30A (Std. 2 receptacle outlet up to 3,300 watts)	\$ 80.00	\$105.00		
3. 208V 30A Single Phase	\$110.00	\$135.00		
4. 208V 20A 3 Phase	\$125.00	\$155.00		
5. 208V 60A Single or 3 Phase	\$210.00	\$240.00		
* Includes up to 3 days of usage. ** Up to fourteen (14) days before event to receive Advanced Fee *** Within thirteen (13) days before the event or on the event day Floor Fee			<b>Grand Total</b>	\$

<b>WATER SERVICE AVAILABLE</b>	<b>Advance Fee</b>	<b>Floor Order Fee</b>	<b>Qty.</b>	<b>Total</b>
Water and Sewer	\$ 70.00	\$ 90.00		

\*\*\* EXHIBITOR MUST SUPPLY 5/8" HOSES WITH STANDARD COUPLING \*\*\*

**Remit payment to: Peoria Civic Center, Accounting Dept., 201 SW Jefferson, Peoria, IL 61602**  
**Phone (309) 673-8900 Fax (309) 680-3585**

**METHODS OF PAYMENT:**

**CHECK / MONEY ORDER / CREDIT CARD** ✓ (one)  
 Master Card     American Express     Discover     Visa

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Name as it appears on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Due to a requirement by federal law, the exact name of the credit card holder and the address in which the bill for the credit card arrives at need to be used. If the information at the top of the form does not correspond with these requirements, please fill out the following:

Address Bill Arrives At: \_\_\_\_\_ City, ST Zip: \_\_\_\_\_

**CONDITIONS AND SAFETY REGULATIONS:**

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House electricians" must perform all electrical work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation, may not be executed without "house electrician."
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
4. All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show.
5. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$50.00 per hour. Special materials required will be charged at cost, plus 20%.
6. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact the Peoria Civic Center or refer to our web site at [www.peoriaciviccenter.com](http://www.peoriaciviccenter.com). **\*\*\* ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.**