



**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!

**35th ANNUAL
GREATER PEORIA FARM SHOW
PEORIA CIVIC CENTER
PEORIA, ILLINOIS
November 29th – 30th & December 1st, 2016**

Dear Exhibitor:

Welcome to the 2016 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 25th, 2016. **PLEASE SHIP ALL FREIGHT PREPAID, ALL COLLECT SHIPMENTS WILL BE REFUSED!! ANY FREIGHT SENT DIRECTLY TO THE PEORIA CIVIC CENTER PRIOR TO MONDAY NOVEMBER 28TH, 2016 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 28th from 8am until 5pm and again on Tuesday November 29th 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 . If you have any questions, please call us at (800)322-3946. Thank You!! Have a Great Show!!

Please Refer to page 4 in this exhibitor packet for all table, chair, and carpet rentals.

Please Refer to page 14 in this exhibitor packet for electrical orders.

ORDER SUMMARY

The Peoria Civic Center: Electric & Water Service Order Form, Internet Service Form, Telephone Service Order Form and the Audio/Visual Service Order Form and payment must be sent to the Peoria Civic Center directly, **NOT** to Peoria Flag & Decorating Co.



ORDER FORM CHECK LIST

Please check the forms you are returning with your order and fill in the totals for each page.

- | | |
|--|----------|
| <input type="radio"/> Payment Authorization | -na- |
| <input type="radio"/> Rental Furniture & Equipment | \$ _____ |
| <input type="radio"/> Display Rental | \$ _____ |
| <input type="radio"/> Custom Signs | \$ _____ |
| <input type="radio"/> Freight Handling | \$ _____ |
| <input type="radio"/> Custom Cleaning | \$ _____ |
| <input type="radio"/> Installation/Dismantle Labor | \$ _____ |

➤ GRAND TOTAL



\$ _____

NAME OF EVENT: **2016 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL** Booth # _____

COMPANY NAME: _____

ORDERED BY: _____ PHONE # :(_____) _____

E-MAIL: _____



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 21ST, 2016
RETURN EITHER BY FAX OR MAIL

PAYMENT POLICY

THIS SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER!

PLEASE PRINT OR TYPE

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: 2016 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL

COMPANY NAME: _____ BOOTH # _____

ADDRESS: _____
 (c/s/z) _____

E-MAIL: _____

ORDERED BY: _____ TITLE: _____ PHONE (_____) _____



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DEADLINE FOR THIS FORM IS:
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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	
PADDED STOOL W/BACK	35.00	\$40.00	
CARPETING		SHOW LOCATION IS: CONCRETE	
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.	
ADDITIONAL DRAPE			
8' HIGH	\$4.50	\$5.75	
3' HIGH	\$3.50	\$4.75	
PRICES PER LINEAL FOOT	COLOR:		
TABLETOP RISERS			
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			
MISCELLANEOUS EQUIPMENT			
WASTEBASKET	\$9.00	\$11.00	
25' (16 GA.) EXTENSION CORD	\$9.00	\$11.00	
EASEL	\$15.00	\$20.00	
ROUND PEDESTAL TABLE SKIRTED (24" W x 30" H)	\$45.00	\$55.00	
ROUND PEDESTAL TABLE SKIRTED (24" 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	
COUNTER TABLES 40" H x 2' W			
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	

SKIRT 4th SIDE OF TABLE			
SKIRT 4th SIDE of 30" TABLE (S)	\$20.00	\$25.00	
SKIRT 4th SIDE of 40" TABLE(S)	\$25.00	\$30.00	

SKIRT COLOR DESIRED: (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: **2016 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL**

COMPANY: _____ BOOTH # _____

ORDERED BY: _____ PHONE #: (_____) _____



920 E. GLEN AVE.
PEORIA HEIGHTS, ILLINOIS 61616-5377
(309) 685-8989 8 (800) 322-3946 * FAX (309) 685-8537
Website: www.peoriaflag.com

DEADLINE FOR THIS FORM IS:
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RETURN EITHER BY FAX OR MAIL

TOTAL: \$ _____

PLEASE PRINT OR TYPE

CUSTOM CLEANING SERVICE ORDER FORM

CLEANING LABOR IS NON-TAXABLE

THE CLEANING SERVICES PROVIDED BY THE EXHIBIT HALL INCLUDES ONLY A GENERAL SWEEPING OF THE AISLES. IF YOU WISH SPECIAL SERVICES, AS LISTED BELOW, PLEASE COMPLETE AND RETURN THIS ORDER FORM.

EMPTYING OF WASTEBASKETS INCLUDED WITH ALL CLEANING SERVICES.

BOOTH SIZE: _____ ft. x _____ ft. = _____ sq. ft. x _____ days x \$ _____ = \$ _____ (TOTAL)

FLOORING MAINTENANCE:

Check the service required - all rates based on gross booth area. The rates quoted are performing the service once only. Please indicate whether you wish the service one time only or daily during the show

VACUUMING BOOTH CARPET:

- ONE TIME ONLY - \$0.25 PER SQUARE FOOT
- DAILY - \$0.15 PER SQUARE FOOT, UP TO 1,000 SQUARE FEET
- DAILY - \$0.12 PER SQUARE FOOT, OVER 1,000 SQUARE FEET

NOTE: THERE WILL BE AN ADDITIONAL CHARGE FOR CLEANING CARPETS THAT ARE SUBJECTED TO EXCESSIVE WEAR AND TEAR SUCH AS WOOD OR METAL SHAVING GENERATED BY DEMONSTRATIONS IN THE BOOTH OR FOOD SAMPLING.

EXHIBIT CLEANING:

- CLEANING AND DUSTING OF DISPLAY BACKGROUND AND FURNISHINGS ONCE BEFORE THE INITIAL OPENING OF THE EXHIBITION - \$0.25PER SQUARE FOOT
- CLEANING AND DUSTING OF DISPALY BACKGROUND AND FURNISHINGS BEFORE THE INITIAL OPENING OF THE EXHIBITION AND DAILY THEREAFTER - \$0.20 PER SQUARE FOOT PER DAY

NAME OF EVENT: 2016 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL BOOTH# _____

COMPANY NAME: _____

ORDERED BY: _____ PHONE # : (_____) _____

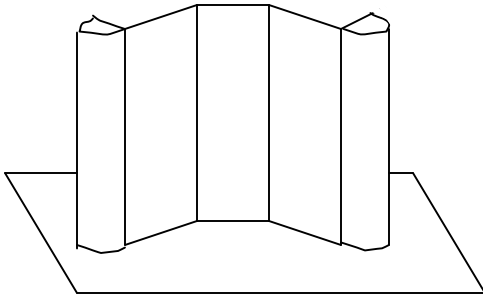
TOTAL: \$ _____

DISPLAY RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

DISPLAY RENTAL ORDER FORM

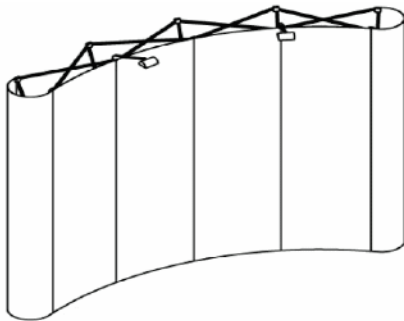
**PRICES ARE FOR THE DURATION OF ENTIRE SHOW
PRICES ALSO INCLUDE INSTALLATION & DISMANTLE**



6' TABLETOP DISPLAY
BLACK VELCRO COMPATIBLE FABRIC FINISH
48" TALL

RENTAL \$160.00: _____ (QTY.)

OPTIONAL LIGHTS @ 25.00: _____ (QTY.)



10' FLOOR DISPLAY
BLACK VELCRO COMPATIBLE FABRIC FINISH
8' TALL WITH TWO LIGHTS.

RENTAL \$450.00: _____ (QTY.)



Literature Rack
SILVER FINISH
6 POCKET

RENTAL \$40.00: _____ (QTY.)



Bag Rack

Silver Finish

RENTAL \$40.00: _____ (QTY.)

DISPLAY RENTALS MUST BE PREPAID BY CHECK OR CREDIT CARD. TO GUARANTEE RENTAL, THIS FORM MUST BE RETURNED BY THE ABOVE DATE!

NAME OF EVENT: **2016 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL**

BOOTH # _____

COMPANY: _____

ORDERED BY: _____ PHONE #: (____) _____



PLEASE PRINT OR TYPE

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TOTAL: \$ _____

CUSTOM SIGNS & BANNERS

SIGNS & BANNERS ARE SUBJECT TO 8.25% TAX

FOUR COLOR DIGITAL SIGNS

Prices indicated bellow are based upon color printing, mounting and laminating on foamcore and/or coroplast. Signs other than sizes listed bellow will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft.

Qty.	Description	Rate	Amount
_____	11" x 14".....	\$35.00.....	\$ _____
_____	14" x 22".....	\$45.00.....	\$ _____
_____	14" x 44".....	\$60.00.....	\$ _____
_____	22" x 28".....	\$65.00.....	\$ _____
_____	24" x 36".....	\$70.00.....	\$ _____
_____	30" x 42".....	\$85.00.....	\$ _____
_____	Vinyl Banner w/grommets.....	\$6.50/SQ. FT.....	\$ _____

Above Prices Subject to 8.25% Tax

Pictures, emblems, trademarks, logos, special style lettering, etc are inclusive of the above prices if provided in digital format. Please provide pictures in high resolution .jpeg or .tiff. Logos, special lettering, emblems, ect. Must be provided in PC vector artwork such as .ai (Adobe Illustrator) or .eps format in outline form **NO EXCEPTIONS.** If you have any questions about formats, please call and ask for John.

Vertical Horizontal

 Draw a sketch in the space bellow or on the back of this page. Indicate colors and fonts.

NAME OF EVENT: **2016 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL** Booth # _____

COMPANY NAME: _____

ORDERED BY: _____ PHONE # :(_____) _____

E-MAIL: _____



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DEADLINE FOR THIS FORM IS:
NOVEMBER 21ST, 2016
RETURN EITHER BY FAX OR MAIL

TOTAL: \$ _____

PLEASE PRINT OR TYPE

FREIGHT HANDLING ORDER FORM

FREIGHT IS NON-TAXABLE

PEORIA FLAG & DECORATING CO., INC. HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail or fax this form and your advance payment to the order processing address or fax number noted above as soon as possible. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
2. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!

Up to 30-Days Prior - ADVANCE SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR and BOOTH NUMBER)
 For: NAME OF SHOW
 C/O PEORIA FLAG & DECORATING CO., INC.
 920 E. GLEN AVENUE.
 PEORIA HEIGHTS, IL 61616-5377

**ADVANCE TO WAREHOUSE MUST BE RECEIVED BEFORE
 (3:00PM FRIDAY NOVEMBER 25TH, 2016)**

DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (NAME OF EXHIBITOR and BOOTH NUMBER)
 For: NAME OF SHOW
 C/O PEORIA FLAG & DECORATING CO., INC.
 PEORIA CIVIC CENTER
 201 SW JEFFERSON STREET
 PEORIA, IL 61602

**DIRECT TO SHOW SITE CANNOT ARRIVE PRIOR TO
 (8:00AM MONDAY NOVEMBER 28TH, 2016)**

INBOUND SHIPPING INFO - PRIOR TO EXHIBIT: (CHECK ONE) _____ TO WAREHOUSE _____ TO SHOW SITE

SHIPPED VIA: _____ PRO#: _____
 DATE SHIPPED: _____ ESTIMATED ARRIVAL DATE: _____
DESCRIPTION OF SHIPMENT:
 # of CRATES: _____ # of DISPLAY CASES: _____ # of CARTONS: _____ # of SKIDS: _____
 TOTAL # PIECES: _____ TOTAL WEIGHT: _____

OUTBOUND SHIPPING INSTRUCTIONS - AT CLOSE OF EXHIBIT

SHIP TO: _____
 ATTENTION: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____ PHONE: (_____) _____

SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)

- MOTOR FREIGHT (name) _____ VAN LINE (name) _____
 UPS: GROUND BLUE LABEL (2nd DAY AIR) RED LABEL (NEXT DAY AIR) - UPS ACCOUNT #: _____
 FED EX - ACCOUNT #: _____
 OTHER AIR CARRIER (name) _____ OTHER AIR CARRIER ACCOUNT #: _____

If you have not designated a motor freight company, Peoria Flag & Decorating Co., Inc. will select a carrier. Peoria Flag will load out your shipments when your carrier arrives. Peoria Flag cannot be held responsible for unattended or non-prearranged freights left on the show floor. **ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. PEORIA FLAG & DECORATING CO., INC. WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!**

THIRD PARTY BILLING - IF FREIGHT CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE FOLLOWING INFORMATION MUST BE FILLED OUT.

NOTE: YOUR COMPANY MUST HAVE AN ESTABLISHED ACCOUNT WITH DESIRED CARRIER OR SHIPMENTS WILL ARRIVE COLLECT

COMPANY NAME: _____
 BILLING ADDRESS: _____
 CITY/STATE/ZIP: _____ PHONE: (_____) _____
 PAYMENT GUARANTEED BY: (print) _____
 SIGNATURE: _____ DATE: _____

*****SEE REVERSE SIDE FOR RATES AND ADDITIONAL INFORMATION*****

NAME OF EVENT: **2016 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL**

COMPANY NAME: _____ BOOTH # _____

ORDERED BY: _____ PHONE (_____) _____

PLEASE PRINT OR TYPE

MATERIAL HANDLING RATE SCHEDULES	ROUND TRIP IN AND OUT (200 lb MINIMUM) ***PER SHIPMENT
<p><u>AT WAREHOUSE (3:00PM FRIDAY NOVEMBER 25TH, 2016)</u></p> <p>SHIPMENTS RECEIVED AND STORED 30 DAYS IN ADVANCE AND DELIVERED TO BOOTH, REMOVAL AND RETURN OF EMPTY CRATES, HANDLING OF OUTBOUND SHIPMENT TO CARRIER, PER SHIPMENT**:</p>	<p>\$35.00 PER CWT (200 lb Minimum)</p>
<p><u>AT SHOW SITE (8:00AM MONDAY NOVEMBER 28TH, 2016)</u></p> <p>SHIPMENTS RECEIVED AT EXHIBIT FACILITY AND DELIVERED TO YOUR BOOTH, REMOVAL AND RETURN OF EMPTY CRATES, HANDLING OF OUTBOUND SHIPMENT TO CARRIER, PER SHIPMENT**:</p>	<p>\$30.00 PER CWT (200 lb (Minimum))</p>
<p><u>SMALL PACKAGES</u></p> <p>A \$25.00 FLAT FEE WILL BE APPLIED TO THE RECEIVING AND DELIVERING OF SINGLE SMALL PACKAGES (under 20 lbs).</p>	<p>\$25.00 each</p>

PER CWT = PER 100 LBS.; 200 LB. MINIMUM

GENERAL INFORMATION & LIMITS OF LIABILITY

1. Rates quoted above apply on each shipment received, based on inbound weight and are based on a 200 lb. minimum charge per shipment whether received at the warehouse or at the show sit. No allowance will be made for attrition during the event.
2. Shipments must be consigned to Peoria Flag & Decorating Co., Inc., as the convention site does not have the facilities to receive such shipments and will refuse them.
3. Peoria Flag & Decorating Co., Inc. will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will Peoria Flag & Decorating be responsible for concealed damage to exhibit material. Peoria Flag & Decorating's limit of liability will be \$0.30 per lb. per article with a maximum of \$50.00 per article.
4. It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Peoria Flag & Decorating Co., Inc. a completed bill of lading.
5. Exhibitor routings on outbound shipments will be honored when possible, however the right is reserved to reroute any outbound shipment not picked up within allotted move-out period by Exhibitor's specified carrier. Exhibitor must arrange for special carrier. Exhibitor material remaining after the move-out period without forwarding instructions will be forwarded to the permanent address of the Exhibitor or his agent, freight collect, and no liability of any nature shall attach to Exhibit Management or to Peoria Flag & Decorating Co., Inc. In any event, Peoria Flag & Decorating will not be liable for exhibit materials abandoned at the exhibit site.
6. Be sure to empty all materials from crates or boxes before labeling them with an empty sticker. Empty labels will available at the Peoria Flag & Decorating service center.

INSURANCE

Peoria Flag & Decorating Co., Inc. and its agents, will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, nor prior to taking physical count and possession in preparation to moving such material. Therefore, please make certain all your material is properly insured against "ALL RISKS" while in transit to and from your point of origin, to and from your booth and for the duration of the exhibition.

**ADVANCE TO
WAREHOUSE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2016 GREATER PEORIA FARM SHOW

**C/O: Peoria Flag & Decorating Co.
920 E. Glen Ave.
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,
But must arrive by 3:00 pm on NOVEMBER 25TH, 2016.

**ADVANCE TO
WAREHOUSE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2016 GREATER PEORIA FARM SHOW

**C/O: Peoria Flag & Decorating Co.
920 E. Glen Ave.
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,
But must arrive by 3:00 pm on NOVEMBER 25TH, 2016.

**ADVANCE TO
WAREHOUSE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2016 GREATER PEORIA FARM SHOW

**C/O: Peoria Flag & Decorating Co.
920 E. Glen Ave.
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,
But must arrive by 3:00 pm on NOVEMBER 25TH, 2016.

**DIRECT TO
SHOWSITE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: **2016 GREATER PEORIA FARM SHOW**

**C/O: Peoria Flag & Decorating Co.
PEORIA CIVIC CENTER – EXHIBIT HALL DOCK
201 SW JEFFERSON
PEORIA, IL 61602**

Direct shipments will be refused prior to move-in and CANNOT
Arrive before 8:00 am on **NOVEMBER 28TH, 2016.**

**DIRRECT TO
SHOWSITE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: **2016 GREATER PEORIA FARM SHOW**

**C/O: Peoria Flag & Decorating Co.
PEORIA CIVIC CENTER – EXHIBIT HALL DOCK
201 SW JEFFERSON
PEORIA, IL 61602**

Direct shipments will be refused prior to move-in and CANNOT
Arrive before 8:00 am on **NOVEMBER 28TH, 2016.**

**DIRECT TO
SHOWSITE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: **2016 GREATER PEORIA FARM SHOW**

**C/O: Peoria Flag & Decorating Co.
PEORIA CIVIC CENTER – EXHIBIT HALL DOCK
201 SW JEFFERSON
PEORIA, IL 61602**

Direct shipments will be refused prior to move-in and CANNOT
Arrive before 8:00 am on **NOVEMBER 28TH, 2016.**



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PLEASE PRINT OR TYPE

OUTBOUND BILL OF LADING & SHIPPING

Every outbound truck/van lines shipment requires a *Bill of Lading* for each destination. Each item that is being shipped must be labeled. Peoria Flag & Decorating Co. will prepare your *Bill of Lading* with shipping labels if requested. The *Bill of Lading* and shipping labels will be delivered to your booth at the show. Please complete the following information and return this form to our office by the deadline date. Note: **If you are shipping via UPS or FedEx, you must provide the airbill and/or labels from your carrier for each box or case in your shipment. This documentation will NOT be provided by Peoria Flag & Decorating Co.**

Ship to: Company Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Attn: _____ Phone: (_____) _____
 Desired Delivery Date: _____

Freight
 Charges To: Company Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Attn: _____ Phone: (_____) _____

Quantity of Labels Needed: _____

Method of Shipment: Show Carrier: ABF FREIGHT
 Common Carrier: _____
 Van Lines: _____
 UPS: _____
 FedEx Air: _____ FedEx Ground: _____
 Other: _____

You may choose an outside carrier, however you will need to schedule the pickup. All carriers must report to the Peoria Flag Service Desk between **2:30PM – 7:00PM** on **THURSDAY DECEMBER 1ST, 2016**.

Once your shipment is packed/labeled and ready to ship, please return the Bill of Lading (complete with piece count & weight) to the Peoria Flag Service Desk. Shipments left on the floor without paperwork will be reconsigned to the show carrier or returned to the warehouse at the exhibitor's expense.

NAME OF EVENT: **2016 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL** Booth # _____

COMPANY NAME: _____

ORDERED BY: _____ PHONE #: (_____) _____

E-MAIL: _____



920 E. GLEN AVE.
 PEORIA HEIGHTS, ILLINOIS 61616-5377
 (309) 685-8989 8 (800) 322-3946 * FAX (309) 685-8537
 Website: www.peoriaflag.com

DEADLINE FOR THIS FORM IS:
NOVEMBER 21ST, 2016
RETURN EITHER BY FAX OR MAIL

TOTAL: \$ _____

PLEASE PRINT OR TYPE

DISPLAY INSTALLATION ORDER FORM

LABOR IS NON-TAXABLE

RATES:

STRAIGHT TIME...\$60.00 per man hour
 8:00 a.m. to 5:00 p.m.
 MONDAY through FRIDAY

OVERTIME...\$85.00 per man hour
 5:00 p.m. to 8:00 a.m.
 ALL DAY SATURDAY and SUNDAY

*****ONE HOUR MINIMUM PER PERSON*****

	NO. of PEOPLE	DATE	TIME*	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	ESTIMATED COST
LABOR TO SET UP DISPLAY							
LABOR TO DISMANTLE							

PLEASE INDICATE SERVICE DESIRED (CHECK ONE)

PEORIA FLAG & DECORATING CO., INC. SUPERVISION:

Peoria Flag & Decorating Co., Inc. personnel can supervise the installation and dismantling of your display. This will be in all cases when you will not have the personnel present to supervise. The charge for this service shall be 25% of the total labor bill, with a \$25.00 minimum.

IN ORDER TO COMPLETE THE INSTALLATION/DISMANTLING OF YOUR DISPLAY WITHOUT YOUR REPRESENTATIVE PRESENT, WE MUST HAVE THE INFORMATION LISTED BELOW COMPLETED: (CHECK ALL THAT APPLY)

SELF-CONTAINED UNIT

SET-UP PLANS ATTACHED

NO. OF CRATES: _____

SET-UP PLANS IN CRATE # _____

PHOTO ATTACHED

SPECIAL INSTRUCTIONS ATTACHED

EXHIBITOR SUPERVISION:

* Start time will be guaranteed only where labor is ordered for the start of the work day (8:00 a.m. unless official set-up time begins later), since the time for completion of earlier jobs is approximate.

It is important that the Exhibitor's show site representative checks in at the service desk to pick up the laborers. Upon completion of the work, it is important for the Exhibitor to sign the laborers out at the service desk.

NOTE: IF THE EXHIBITOR FAILS TO PICK UP THE LABORERS AT THE TIME ORDERED, A ONE HOUR PER MAN NO-SHOW WILL BE APPLIED.

ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR!

PLEASE FILL OUT THIS FORM IN ADVANCE FOR THE MOST EFFICIENT PROCESSING OF YOUR LABOR ORDER!
 THERE ARE NO LABOR RESTRICTIONS, THIS IS JUST AN ADDITIONAL SERVICE OFFERED IF NEEDED.

NAME OF EVENT: **2016 GREATER PEORIA FARM SHOW – PEORIA CIVIC CENTER – PEORIA, IL**

COMPANY NAME: _____ BOOTH # _____

ORDERED BY: _____ PHONE (_____) _____

PEORIA CIVIC CENTER

ELECTRICAL & WATER SERVICE ORDER FORM

Name of Event: 2016 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: _____

ELECTRIC SERVICE AVAILABLE *:	Advance Fee **	Floor Order Fee ***	Qty.	Total \$
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			Grand Total	\$

WATER SERVICE AVAILABLE	Advance Fee	Floor Order Fee	Qty.	Total
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. ***** ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.**

PEORIA CIVIC CENTER SERVICE ORDER FORM – TELEPHONE LINES

Name of Event: 2016 GREATER PEORIA FARMSHOW Meeting Room/Booth# _____
Firm Name: _____ Phone () _____ Fax () _____
Address: _____ City: _____ State: _____ Zip: _____
Authorized By: _____ Title: _____ Date: _____
Signature: _____ Email Address _____
If Receipt Required (Please Check) Fax: _____ Email: _____

TELEPHONE SERVICE AVAILABLE*	Advance Fee**	Floor Order Fee***	Qty.	Total
1. In-house only	\$ 40.00	\$ 75.00		
1. Local or 800 access (9 out)	\$ 85.00	\$165.00		
2. All access, Fax or Modem (9 out)	\$150.00	\$300.00		
3. Direct Outside Line	\$290.00	\$575.00		
-- INTERNATIONAL CALLS EXTRA --			Grand Total	

* Includes up to 3 days of usage. Additional days at \$45.00 per day.
** 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.

**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 REGULATION:

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 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.
4. 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%.
5. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.
6. Peoria Civic Center personnel will install, maintain, inspect and remove all phone services.

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.

*** ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE**



Rules and Regulations for Tradeshows with Exhibits

1. Use of propane or bottled gas in the facility is restricted, call the event coordinator for details.
2. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or fastened to any ceilings, walls, doors, windows, painted surfaces or columns.
3. No painting of signs, displays, equipment or other objects is permitted in the building,
4. No lighter-than-air (helium, etc.) balloons or objects permitted in the building unless prior authorization has been received from the event coordinator.
5. Freight deliveries prior to the contracted move-in or show day **WILL NOT BE ACCEPTED** by Peoria Civic Center. All drayage must be directed to the show decorator.
6. Adhesive backed decals are not permitted to be given away or permitted to be used in the Civic Center.
7. Use of Amorall type protectants inside the Civic Center is strictly forbidden.
8. It is strongly recommended that popcorn and shelled peanut dispensing by exhibitors be prohibited during trade shows and exhibits. Sample food shall conform to the following guidelines:
 - Solid foods limited to “bite size”
 - Liquids limited to no larger than 4 oz. cup
 - Ice cream or frozen desserts are considered liquid
9. No vehicles will be driven into the Civic Center buildings unless prior arrangements have been made through the event coordinator.
10. Any vehicle displayed in the show must have battery cables disconnected. Gas tanks must either be taped or have a locking gas cap and contain a minimum amount of fuel.