

PEORIA EXPO

2021

Greater Peoria Farm Show Peoria Civic Center – Peoria, IL November 30th – December 2nd, 2021

Dear Exhibitors:

Peoria Expo (formerly Peoria Flag & Decorating), is pleased to have been selected as the Official Services Contractor for this year's Greater Peoria Farm Show. This packet contains information on ordering extra equipment and services. We are strongly encouraging vendors to order on-line, since we no longer accept credit cards in the mail or over the phone. If you prefer to pay by check, you made still do so by sending your order and payment to Peoria Expo – 201 SW Jefferson Street – Peoria, IL 61602. **PLEASE MAKE ALL CHECKS PAYABLE TO PEORIA CIVIC CENTER.**

Please follow these steps when ordering on-line.

- www.peoriaciviccenter.com
- Click on the tab – **Plan an Event**
- Scroll down to – **Exhibitor Order Form**
- Then you may select your order for electric, internet, tables, chairs, carpeting, and etc.

Payment for all drayage services will be collected during setup.

Midwest Shows will be providing the following booth equipment per each 10' exhibit space.

You will receive one package for each booth space you reserve.

- 8' high drape backwall (**BLUE/WHITE/WHITE/BLUE**) in color
- 3' high drape sidewall (**BLUE/WHITE/BLUE**) in color
- (1) 7" x 44" identification sign
- **There are no provided tables or chairs.**

PLEASE NOTE THAT ELECTRICAL SERVICE IS NOT INCLUDED WITH THE STANDARD BOOTH PACKAGE AND MUST BE ORDERED EITHER BY USING THE FORM INCLUDED IN THIS PACKET AND PAYING BY CHECK OR USING A CREDIT CARD ON-LINE

www.peoriaciviccenter.com If you have any questions, please feel free to contact Peoria Expo either by phone (309)680-3800 or email bpickerill@peoriaciviccenter.com.

Thank You and Have a Great Show!!



Tradeshows & Events

Event: 2021 Greater Peoria Farmshow - November 30th - December 2nd, 2021
 Company: _____ Booth #: _____
 Ordered by: _____
 Email: _____ Phone: _____

Rental Furniture & Equipment Order Form

Each 10' Booth space will contain the following:

- * An 7"x44" ID SIGN
- * THERE ARE NO PROVIDED TABLES OR CHAIRS!
- * THE ENTIRE EXHIBIT AREA IS CONCRETE

CHAIRS	RATE	QTY
Folding Chair	\$8	
Padded Side Chair	\$16	
Padded Arm Chair	\$18	
Padded Stool w/ Back	\$35	

CARPETING	RATE	QTY
10' x 10'	\$90	
10' x 20'	\$180	
10' x 30'	\$270	
Carpet Padding per Sq. Ft	\$0.90	

☐ BLACK ☐ RED ☐ BLUE ☐ GREY ☐ GREEN

*Carpet is show ready when delivered to your booth.
See cleaning form for additional vacuuming.*

ADDITIONAL DRAPE	RATE	QTY
8' High	\$7 / ft	
3' High	\$4 / ft	
Prices per lineal foot	Color:	

SUPPORTS	RATE	QTY
6' - 10' Telescoping Support	\$10	
8' Upright/Base	\$10	
9' - 16' Adjustable Upright/Base	\$16	

TABLETOP RISERS	RATE	QTY
4' L x 12" W x 10" H	\$25	
6' L x 12" W x 10" H	\$30	

All risers are covered and skirted in white only

TABLES 30"H X 2' W	RATE	QTY
4' L Table, Skirted 3 Sides	\$60	
6' L Table, Skirted 3 Sides	\$70	
8' L Table, Skirted 3 Sides	\$75	
4' L Table, Not Skirted	\$35	
6' L Table, Not Skirted	\$40	
8' L Table, Not Skirted	\$45	

COUNTER TABLES 40"H X 2' W	RATE	QTY
4' L Table, Skirted 3 Sides	\$70	
6' L Table, Skirted 3 Sides	\$80	
8' L Table, Skirted 3 Sides	\$85	
4' L Table, Not Skirted	\$35	
6' L Table, Not Skirted	\$40	
8' L Table, Not Skirted	\$45	

SKIRT 4 TH SIDE OF TABLE	RATE	QTY
Skirt 4 th Side of 30" Table(s)	\$25	
Skirt 4 th Side of 40" Table(s)	\$30	

Select Skirt Color: *(Includes white vinyl top cover)*

☐ BLACK ☐ WHITE ☐ SILVER ☐ GOLD
☐ BLUE ☐ TEAL ☐ RED ☐ BURGUNDY
☐ HUNTER GREEN ☐ LIGHT GREEN

MISC. EQUIPMENT	RATE	QTY
Wastebasket	\$10	
25' (16 GA.) Extension Cord	\$10	
Easel	\$15	
Round Pedestal Table Skirted (30" W x 30" H) w/ Black Covering	\$50	
Round Pedestal Table Skirted (30" W x 40" H) w/ Black Covering	\$60	

TOTAL: \$ _____

Payment in full is required prior to show. Items cancelled after move-in begins will be charged at 50% of original price. Carpeling and draped table(s) at 100% of price. Select color or size where applicable. Choices not indicated will be selected by Peoria Expo to coordinate with show colors. Orders will be entered as listed below. Charges include placing in booth ready for use. Equipment is on a rental basis only. Order confirmations only upon request. All materials remain the property of Peoria Expo.



Tradeshows & Events

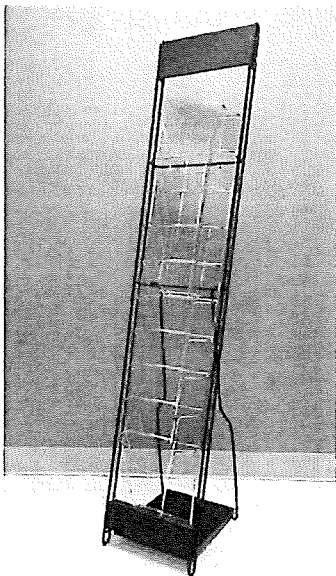
Event: 2021 Greater Peoria FarmShow - November 30th - December 2nd, 2021

Company: _____ Booth #: _____

Ordered by: _____

Email: _____ Phone: _____

Display Rental Order Form



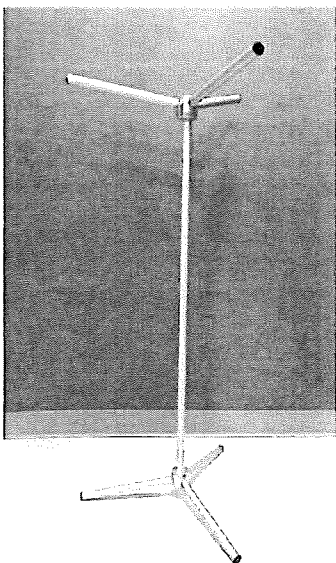
Literature Rack

Silver Finish

6 pocket

Rental: \$40

Quantity: _____



Bag Rack

Silver Finish

Rental: \$40

Quantity: _____

TOTAL: \$ _____



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Custom Cleaning Service Order Form

The cleaning services provided by the Exhibit Hall includes only a general sweeping of the aisles.

All rates based on gross booth area.

Emptying of wastebaskets is included with all cleaning services.

VACUUMING BOOTH CARPET		
<input checked="" type="radio"/>	One Time Only	\$0.30 per Sq. Ft.
<input type="radio"/>	Daily (up to 1,000 Sq. Ft.)	\$0.18 per Sq. Ft.
<input type="radio"/>	Daily (over 1,000 Sq. Ft.)	\$0.15 per Sq. Ft.
<input type="radio"/>	No Vacuuming	

NOTE: There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

EXHIBIT CLEANING		
<input checked="" type="radio"/>	One Time - Cleaning / dusting of display background and furnishings once the initial opening of the exhibition	\$0.30 per Sq. Ft.
<input type="radio"/>	Daily - Cleaning / dusting of display background and furnishings before the initial opening of the exhibition and daily throughout the show	\$0.25 per Sq. Ft.
<input type="radio"/>	No Exhibit Cleaning	

Booth Size: _____ Ft. x _____ Ft. = _____ Sq. Ft

Cleaning Price per Sq. Ft. = _____
(Vacuuming Booth Carpet Price + Exhibit Cleaning Price)

Number of Cleaning Days = _____

TOTAL: \$ _____
(Sq. Ft. x Cleaning Price per Sq. Ft. x Number of Cleaning Days)



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Email: _____ Phone: _____

Freight Handling Order Form

Return this form and your advance payment to Peoria Expo.
All shipments must be pre-paid. Collect shipments will be refused!

Up to 30 Days Prior- Advance Shipping Address

To: Name of Exhibitor and Booth Number

For: Name of Show

C/O Peoria Expo

201 SW Jefferson Ave

Peoria, IL 61602

Must be received before: 4:00pm on Wednesday November 24th, 2021

Inbound Shipping Info

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: _____ Phone: _____

Address: _____

City, State, Zip: _____

Select Outbound Carrier

☐ 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 Expo will select a carrier. Peoria Expo will load out your shipments when your carrier arrives. Peoria Expo 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 Expo 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: _____

Payment Guaranteed By: _____ Phone: _____

Signature: _____ Date: _____



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Material Handling Rates

MATERIAL HANDLING RATES	
Show Storage Shipments received and stored up to 30 days in advance and delivered to booth, removal and return of empty crates, handling of outbound shipment to carrier, per shipment**	\$45.00 Per CWT (200 lb. Minimum)
Small Packages A \$45.00 flat fee will be applied to the receiving and delivering of single small packages (under 25 lbs.)	\$45.00 Each

Per CWT = Per 100 lbs.; 200 lb. Minimum

Round Trip In and Out

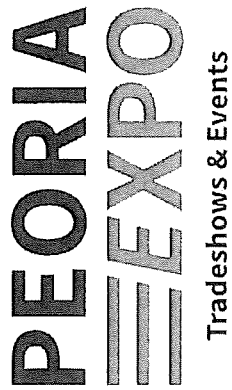
** Per Shipment

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. No allowance will be made for attrition during the event.
2. Shipments must be consigned to Peoria Expo.
3. Peoria Expo will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will Peoria Expo be responsible for concealed damage to exhibit material. Peoria Expo'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 Expo 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 Exhibitor Management or to Peoria Expo. In any event, Peoria Expo will not be liable for exhibit materials abandoned at the exhibit site.
6. Be sure to empty all materials from crate or boxes before labeling them with an empty sticker. Empty labels will be available at the Peoria Expo office.

Insurance

Peoria Expo 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 RISK" while in transit to and from your point of origin, to and from your booth and for the duration of the exhibition.



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Booth #: _____

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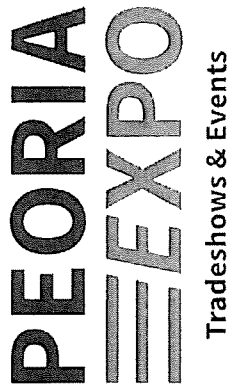
C/O: Peoria Expo

Peoria Civic Center - Exhibit Hall Dock

201 SW Jefferson Ave

Peoria, IL 61602

Advance shipments must arrive before 4:00pm on:
Wednesday November 24th, 2021



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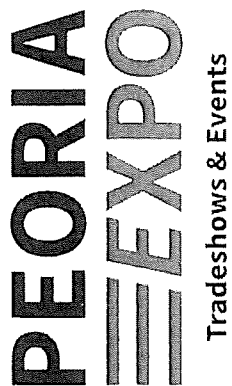
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Electrical & Water Service Order Form

ELECTRIC SERVICE*	RATE	QTY	TOTAL
110V 20A (Std. 2 receptacle outlet up to 2,200 watts)	\$70		
110V 30A (Std. 2 receptacle outlet up to 3,300 watts)	\$80		
208V 30A Single Phase	\$110		
208V 20A 3 Phase	\$125		
208V 60A Single or 3 Phase	\$210		
* Includes up to 3 days of usage	Grand Total:		

WATER SERVICE	RATE	QTY	TOTAL
Water & Sewer	\$70		
NOTE: Exhibitor must supply 5/8" hoses with standard coupling			

Remit Payment to: Peoria Expo

C/O Peoria Civic Center
201 SW Jefferson Ave
Peoria, IL 61602

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 Peoria Expo / Peoria Civic Center personnel for the service order shall remain Peoria Expo / Peoria Civic Center property and shall be removed ONLY by Peoria Expo / Peoria 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 also be charged in half hour increments at \$50 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 the warranties express or implied, are excluded from this agreement. Peoria Expo / Peoria Civic Center Authority does not assume any liability for damages or 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. ** ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.