



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!

**2019 SPRING HOME SHOW  
PEORIA CIVIC CENTER  
FEBRUARY 22<sup>nd</sup> – 24<sup>th</sup>, 2019**

Dear Exhibitor:

Welcome back to the Peoria Civic Center and the 2019 Homebuilders Association of Greater Peoria Spring Home Show. Peoria Flag & Decorating has been named the official show decorator. This packet contains information on ordering extra equipment and services. Please look over all the forms and fill out the desired services that you want. Mail your order prepaid to ensure that your request is properly filled when you arrive to setup your booth.

Each 10' Booth Space will be **BLACK/SILVER** in color. There will be an 8' tall backwall and 3' tall side divider walls. Each booth will contain an 7" x 44" I.D. Sign. The floor surface in the booths will be concrete. **THERE ARE NO PROVIDED TABLES OR CHAIRS WITH THE BOOTHS!!**

**If you are in need of an 110V/20Amp – Standard 2 Receptacle outlet, please contact the Greater Peoria Homebuilders Association at (309)699-5500. All other additional electrical requirements please use the enclose form and send along with payment to the Peoria Civic Center.**

**PEORIA FLAG & DECORATING WILL ONCE AGAIN NOT BE HANDLING BANNER INSTALLATIONS THIS YEAR, INSTEAD THE PEORIA CIVIC CENTER WILL BE HANDLING INSTALLATIONS. PLEASE USE THE FORM IN THIS PACKET AND RETURN TO THE PEORIA CIVIC CENTER, ALONG WITH PAYMENT!**

To qualify for the discount price, your order must be **PREPAID** by either check or credit card authorization. Please fill out the **PAYMENT FORM** with all orders. **THE CUTOFF DATE TO RECEIVE THE DISCOUNT RATE IS FEBRUARY 15<sup>th</sup>, 2019, AFTER THAT DATE ALL ORDERS RECEIVED WILL BE CHARGED AT THE FULL FLOOR ORDER RATE!!**

You may fax us your credit card orders at (309)685-8537 or email your orders to [brian@peoriaflag.com](mailto:brian@peoriaflag.com) . If you have questions, please feel free to call us at 685-8989 or (800)322-3946. Thank You, and have a **GREAT SHOW!!**

## 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              | \$ _____ |

➤ GRAND TOTAL



\$ \_\_\_\_\_

NAME OF EVENT: **2019 HOMEBUILDERS ASSN. SPRING HOME 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:**  
**FEBRUARY 15<sup>TH</sup>, 2019**  
**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: 2019 HOMEBUILDERS ASSN. – SPRING HOME 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'	\$85.00	\$100.00	
10' x 20'	\$170.00	\$200.00	
10' x 30'	\$255.00	\$285.00	
CARPET PADDING ...PER SQ./FT.	\$0.85	\$1.00	
<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
- THERE ARE NO PROVIDED TABLES OR CHAIRS!!
- THE ENTIRE EXHIBIT FLOOR IS CONCRETE!

NAME OF EVENT: **2019 HOMEBUILDERS ASSN. – SPRING HOME 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:  
**FEBRUARY 15<sup>TH</sup>, 2019**  
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: 2019 HOMEBUILDERS ASSN. – SPRING HOME SHOW – PEORIA CIVIC CENTER – PEORIA, IL BOOTH# \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

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



PLEASE PRINT OR TYPE

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:  
**FEBRUARY 15<sup>TH</sup>, 2019**  
 RETURN EITHER BY FAX OR MAIL

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

SIGNS & BANNERS ARE SUBJECT TO 8.75% TAX

## CUSTOM SIGNS & BANNERS

### 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 8.75% 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: **2019 HOMEBUILDERS ASSN. – SPRING HOMESHOW – PEORIA CIVIC CENTER – PEORIA,IL** Booth # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

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

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

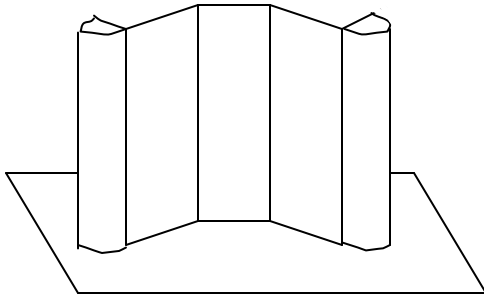
TOTAL: \$ \_\_\_\_\_

DISPLAY RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

**DISPLAY RENTAL ORDER FORM**

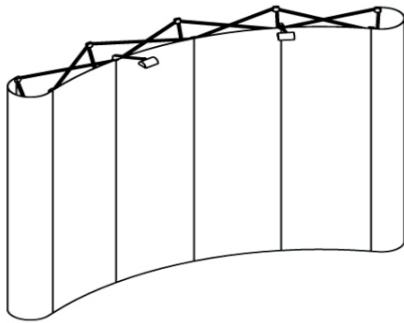
**PRICES ARE FOR THE DURATION OF ENTIRE SHOW  
PRICES ALSO INCLUDE INSTALLATION & DISMANTLE**



**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: **2019 HOMEBUILDERS ASSN. — SPRING HOMESHOW — PEORIA CIVIC CENTER**

BOOTH # \_\_\_\_\_

COMPANY: \_\_\_\_\_

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:**  
**FEBRUARY 15<sup>TH</sup>, 2019**  
**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 FEBRUARY 15<sup>TH</sup>, 2019)**

**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 TUESDAY FEBRUARY 19<sup>TH</sup>, 2019)**

**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: **2019 HOMEBUILDERS ASSN. – SPRING HOMESHOW – PEORIA CIVIC CENTER – PEORIA, IL**

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

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



PLEASE PRINT OR TYPE

<b>MATERIAL HANDLING RATE SCHEDULES</b>	ROUND TRIP IN AND OUT (200 lb MINIMUM) ***PER SHIPMENT
<p><b><u>AT WAREHOUSE (3:00PM FRIDAY FEBRUARY 15<sup>TH</sup>, 2019)</u></b></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><b>\$40.00</b> PER CWT (200 lb Minimum)</p>
<p><b><u>AT SHOW SITE (8:00AM TUESDAY FEBRUARY 19<sup>TH</sup>, 2019)</u></b></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><b>\$35.00</b> PER CWT (200 lb (Minimum))</p>
<p><b><u>SMALL PACKAGES</u></b></p> <p>A \$35.00 FLAT FEE WILL BE APPLIED TO THE RECEIVING AND DELIVERING OF SINGLE SMALL PACKAGES (under 20 lbs).</p>	<p><b>\$35.00</b> each</p>
<p><b>PER CWT = PER 100 LBS.; 200 LB. MINIMUM</b></p>	

## 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: 2019 PEORIA SPRING HOME 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 FEBRUARY 15<sup>TH</sup>, 2019.

**ADVANCE TO  
WAREHOUSE**

EXHIBITOR NAME: \_\_\_\_\_

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

Ship To: 2019 PEORIA SPRING HOME 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 FEBRUARY 15<sup>TH</sup>, 2019.

**ADVANCE TO  
WAREHOUSE**

EXHIBITOR NAME: \_\_\_\_\_

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

Ship To: 2019 PEORIA SPRING HOME 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 FEBRUARY 15<sup>TH</sup>, 2019.

**DIRECT TO  
SHOWSITE**

EXHIBITOR NAME: \_\_\_\_\_

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

Ship To: **2019 PEORIA SPRING HOME 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 **TUESDAY FEBRUARY 19<sup>TH</sup>, 2019.**

**DIRRECT TO  
SHOWSITE**

EXHIBITOR NAME: \_\_\_\_\_

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

Ship To: **2019 PEORIA SPRING HOME 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 **TUESDAY FEBRUARY 19<sup>TH</sup>, 2019.**

**DIRECT TO  
SHOWSITE**

EXHIBITOR NAME: \_\_\_\_\_

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

Ship To: **2019 PEORIA SPRING HOME 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 **TUESDAY FEBRUARY 19<sup>TH</sup>, 2019.**

**PEORIA CIVIC CENTER      SERVICE ORDER FORM – BANNER INSTALL**

Name of Event: 2019 SPRING HOMESHOW 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: \_\_\_\_\_

	Size of Banner	Floor Order Fee/Per Banner	Qty.	Total
1. 10 x 9 or Smaller		\$75.00		
2. 10 x 10 up to 10 x 20		\$85.00		
3. Banners larger than 10 x 20		\$95.00		
<b>Grand Total</b>				
*Banners must be received no later than 3 days before start of the event to guarantee banners being hung. **Banners must be clearly marked with company name, booth name and any special instructions. *** Banners must be picked up within 48 hours after event ends or vendor will be charged \$10.00 per day, storage 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:**

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**

# PEORIA CIVIC CENTER

# ELECTRICAL & WATER SERVICE ORDER FORM

PLEASE CONTACT SHOW MGMT BEFORE ORDERING FROM THIS FORM FOR 110V/20AMP ELECTRICAL SERVICE

Name of Event: 2019 SPRING HOME SHOW 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](http://www.peoriaciviccenter.com). \*\*\* ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

**PEORIA CIVIC CENTER**

**INTERNET SERVICE ORDER FORM**

Name of Event: 2019 SPRING HOME SHOW 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: \_\_\_\_\_

INTERNET SERVICE AVAILABLE	Advance Fee**	Floor Order Fee***	Qty.	Total
1. High Speed - Wireless	\$25.00/day	\$50.00/day		
2. High Speed – Up to three (3) IP addresses	\$130.00/3-day	\$180.00/3-day		
3. High Speed – additional IP addresses	\$55.00/day	\$105.00/day		
4. ISDN Service	\$100.00/day	\$125.00/day		
<b>Grand Total</b>				
** 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. **** Linksys cards are not compatible with the Peoria Civic Center system. ***** No Personal Wireless Routers may be used inside the complex				

**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:**

- All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
- "House electricians" must perform all Internet work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation may not be executed without "house electrician."
- 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.
- Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$55.00 per hour. Special materials required will be charged at cost, plus 20%.
- Conference software configuration available at one-half hour increments at \$55.00 per hour.
- No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.
- Peoria Civic Center personnel will install, maintain, inspect and remove all Internet services.
- High Speed Connection 10/100 Ethernet card. DHCP protocols required.

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