



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!

**2020 SPRING HOME SHOW
PEORIA CIVIC CENTER
FEBRUARY 28th – 29th, & March 1st, 2020**

Dear Exhibitor:

Welcome back to the Peoria Civic Center and the 2020 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 21st, 2020, 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. If you have questions, please feel free to call us at 685-8989 or (800)322-3946. Thank You, and have a **GREAT SHOW!!**



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(309) 685-8989 (800) 322-3946 FAX (309) 685-8537
Website: www.peoriaflag.com

DEADLINE FOR THIS FORM IS:
FEBRUARY 21ST, 2020
RETURN EITHER BY FAX OR MAIL

PLEASE PRINT OR TYPE

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.*

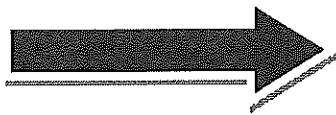


ORDER FORM CHECK LIST

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"/> Freight Handling | \$ _____ |
| <input type="radio"/> Custom Cleaning | \$ _____ |

➤ GRAND TOTAL



\$ _____

NAME OF EVENT: 2020 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 21ST, 2020
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PAYMENT POLICY

PLEASE PRINT OR TYPE

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 received 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.

VIS 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

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: 2020 HOMEBUILDERS ASSN. - SPRING HOME 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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RETURN EITHER BY FAX OR MAIL**

TOTAL: \$ _____

RENTALS ARE NON-TAXABLE

RENTAL FURNITURE AND EQUIPMENT ORDER

PLEASE PRINT OR TYPE

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	35.00	\$40.00	

CARPETING		SHOW LOCATION IS: CONCRETE	
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.		

ADDITIONAL DRAPE			
8' HIGH	\$4.50	\$5.75	
3' HIGH	\$3.50	\$4.75	

PRICES PER 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 (30" W x 36" 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		\$55.00	\$65.00	
6' LONG TABLE, SKIRTED 3		\$65.00	\$75.00	
8' LONG TABLE, SKIRTED 3		\$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	\$20.00	\$25.00	
SKIRT 4th SIDE of 40"	\$25.00	\$30.00	

SKIRT COLOR DESIRED: (INCLUDES WHITE VINYL TOP COVER)

<input type="checkbox"/> RED	<input type="checkbox"/> BURGUNDY	<input type="checkbox"/> SILVER
<input type="checkbox"/> WHITE	<input type="checkbox"/> TEAL	<input type="checkbox"/> HUNTER GREEN
<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: 2020 HOMEBUILDERS ASSN. – SPRING HOME SHOW – PEORIA CIVIC CENTER – PEORIA, IL

COMPANY: _____ BOOTH # _____

ORDERED BY: _____ PHONE #: (_____) _____

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

NAME OF EVENT: 2020 HOMEBUILDERS ASSN. - SPRING HOME SHOW - PEORIA CIVIC CENTER BOOTH# _____

COMPANY NAME: _____

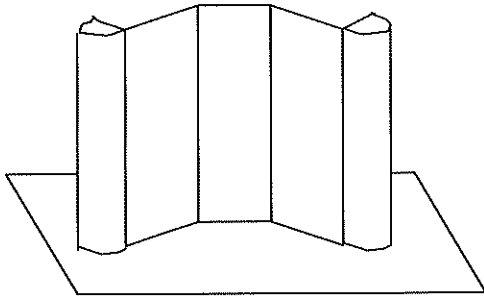
ORDERED BY: _____ PHONE #: (_____) _____

DISPLAY RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

DISPLAY RENTAL ORDER FORM

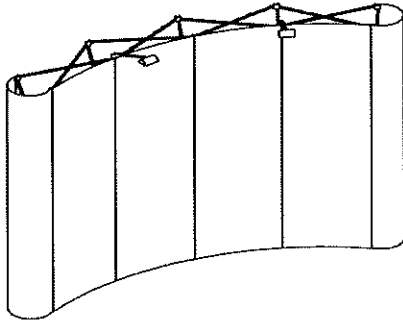
**PRICES ARE FOR THE DURATION OF ENTIRE SHOW
 PRICES ALSO INCLUDE INSTALLATION & DISMANTLE**



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: 2020 HOMEBUILDERS ASSN. - SPRING HOME SHOW - PEORIA CIVIC CENTER

BOOTH # _____

COMPANY: _____

ORDERED BY:

PHONE #: (____) _____



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

DEADLINE FOR THIS FORM IS:
FEBRUARY 21ST, 2020
 RETURN EITHER BY FAX OR MAIL

TOTAL: \$ _____

FREIGHT HANDLING ORDER FORM

PLEASE PRINT OR TYPE

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 21ST, 2020)

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 25TH, 2020)

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) _____ DATE: _____
 SIGNATURE: _____

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

NAME OF EVENT: 2020 HOMEBUILDERS ASSN. - SPRING HOME 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 FEBRUARY 21ST, 2020)</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>\$40.00 PER CWT (200 lb Minimum)</p>
<p><u>AT SHOW SITE (8:00AM TUESDAY FEBRUARY 25TH, 2020)</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>\$35.00 PER CWT (200 lb (Minimum)</p>
<p><u>SMALL PACKAGES</u></p> <p>A \$40.00 FLAT FEE WILL BE APPLIED TO THE RECEIVING AND DELIVERING OF SINGLE SMALL PACKAGES (under 25 lbs).</p>	<p>\$40.00 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 site. 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 be 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: 2020 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 21ST, 2020

**ADVANCE TO
WAREHOUSE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2020 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 21ST, 2020.

**ADVANCE TO
WAREHOUSE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2020 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 21ST, 2020.

**DIRECT TO
SHOWSITE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2020 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 FEBRUARY 25TH, 2020.

**DIRRECT TO
SHOWSITE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2020 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 FEBRUARY 25TH, 2020.

**DIRECT TO
SHOWSITE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2020 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 FEBRUARY 25TH, 2020.

PEORIA CIVIC CENTER SERVICE ORDER FORM – BANNER INSTALL

Name of Event: 2020 SPRING HOME SHOW 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		
Grand Total				

*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.

*** 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: 2020 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:

- All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
- "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."
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- 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 \$50.00 per hour. Special materials required will be charged at cost, plus 20%.
- 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.

Name of Event: 2020 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		
Grand Total				

** 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

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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 Internet 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 \$55.00 per hour. Special materials required will be charged at cost, plus 20%.
5. Conference software configuration available at one-half hour increments at \$55.00 per hour.
6. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.
7. Peoria Civic Center personnel will install, maintain, inspect and remove all Internet services.
8. High Speed Connection 10/100 Ethernet card. DHCP protocols required.

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