



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 !

2017  
INTERNATIONAL CONFERENCE ON MISSIONS  
NOVEMBER 16<sup>TH</sup> - 19<sup>TH</sup>, 2017  
PEORIA CIVIC CENTER  
PEORIA, ILLINOIS

Dear Exhibitor:

Welcome to the Peoria Civic Center and Peoria, IL. Peoria Flag & Decorating Co., Inc., has been named the official show decorator. This packet contains information and forms for ordering additional equipment and services. Please look over this packet and fill out the proper forms needed and return early along with payment to ensure the additional equipment or service is in your booth when you arrive to set-up.

Each Booth Space will be **BLUE/GOLD/WHITE** in color. The back wall will be 8' tall and the side divider walls will be 3' tall. Each Booth Space will contain the following equipment: One 8'x24"x30" tall skirted table, two folding chairs, and an 7" x 44" ID sign. The entire exhibit floor will be concrete.

To qualify for the discount price, your order must **PREPAID** by either check or credit card authorization. Please fill out the **PAYMENT POLICY FORM** with all orders. **THE CUTOFF DATE TO RECEIVE THE DISCOUNT RATE IS FRIDAY NOVEMBER 10<sup>TH</sup>, 2017!! ANY ORDERS RECEIVED AFTER THAT DATE WILL BE CHARGED THE FULL FLOOR ORDER RATE!!**

If you are sending in freight, **PLEASE SHIP IT PREPAID, WE REFUSE ALL COLLECT SHIPMENTS!! PLEASE SHIP YOUR FREIGHT TO PEORIA FLAG & DECORATING AND NOT THE PEORIA CIVIC CENTER. ANY FREIGHT SENT DIRECTLY TO THE PEORIA CIVIC CENTER PRIOR TO 8:00AM ON WEDNESDAY NOVEMBER 15<sup>TH</sup>, 2017 WILL BE REFUSED!! ALL FREIGHT MUST ARRIVE TO PEORIA FLAG & DECORATING NO LATER THAN FRIDAY NOVEMBER 10<sup>TH</sup>, 2017, UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH PEORIA FLAG & DECORATING CO.** If sending in freight, please fill out the **FREIGHT FORM**, prior to shipping in any freight.

**THERE ARE NO LABOR RESTRICTIONS!!**

Peoria Flag & Decorating will maintain a Service Desk during move-in to assist with any last minute changes or needs you may have. You may fax us your credit card orders at (309)685-8537. If you have any questions, please feel free to call us Toll Free at (800)322-3946 or email us [brian@peoriaflag.com](mailto:brian@peoriaflag.com). Please review all forms carefully, fill-out the proper forms and return early to ensure you receive the additional services you require. 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, Banner Installation 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 | \$ _____ |
| <input type="radio"/> Provided Table               | \$ _____ |

➤ GRAND TOTAL



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

NAME OF EVENT: **2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS**

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 10<sup>TH</sup>, 2017**  
**RETURN EITHER BY FAX OR MAIL**

PLEASE PRINT OR TYPE

**PAYMENT POLICY**

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

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

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

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

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

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

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

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

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

**PLEASE INDICATE YOUR FORM OF PAYMENT**

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

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

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

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

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

**NAME OF EVENT: 2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS**

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

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

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

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

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

**RENTALS ARE NON-TAXABLE**

PLEASE PRINT OR TYPE

## RENTAL FURNITURE AND EQUIPMENT ORDER FORM

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

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

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

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

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

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

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

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

- One 8' x 24" wide x 30" tall blue skirted table
- Two folding chairs
- An 7" x 44" ID Sign
- The entire exhibit floor is concrete

NAME OF EVENT: **2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS**

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:  
**NOVEMBER 10<sup>TH</sup>, 2017**  
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: 2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS BOOTH# \_\_\_\_\_

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

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



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MAIL

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### PROVIDED TABLE ORDER FORM

RENTALS ARE NON-TAXABLE

WE WOULD LIKE THE PROVIDED TABLE(S) IN OUR BOOTH(S) TO BE:  
30" TALL x 24" WIDE TABLE(S)

4' LONG \_\_\_\_\_ NUMBER OF PROVIDED TABLES

6' LONG \_\_\_\_\_ NUMBER OF PROVIDED TABLES

8' LONG \_\_\_\_\_ NUMBER OF PROVIDED TABLES

DO NOT NEED TABLES IN OUR BOOTH

PLEASE UPGRADE THE PROVIDED TABLE(S) TO 40" TALL.  
THE COST IS \$30.00 PER PROVIDED TABLE.

4' LONG \_\_\_\_\_ x \$30.00 = \$ \_\_\_\_\_

6' LONG \_\_\_\_\_ x \$30.00 = \$ \_\_\_\_\_

8' LONG \_\_\_\_\_ x \$30.00 = \$ \_\_\_\_\_

**CHANGES MADE AT SHOW SITE  
WILL BE CHARGED AT REGULAR PRICE!**

NAME OF EVENT: **2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS**

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

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

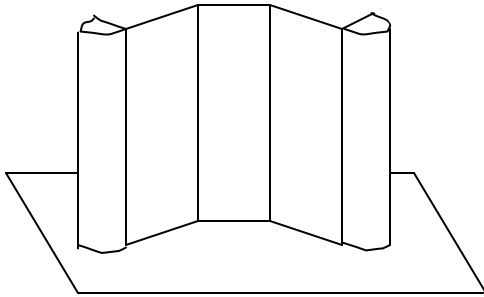
**TOTAL: \$** \_\_\_\_\_

DISPLAY RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

**DISPLAY RENTAL ORDER FORM**

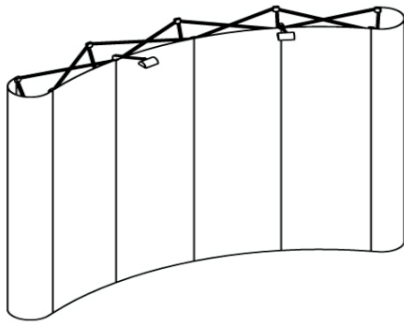
**PRICES ARE FOR THE DURATION OF ENTIRE SHOW  
 PRICES ALSO INCLUDE INSTALLATION & DISMANTLE**



**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: **2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS**

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

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

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



PLEASE PRINT OR TYPE

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

SIGNS & BANNERS ARE SUBJECT TO 8.25% 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 8.25% 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: **2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS** Booth # \_\_\_\_\_

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

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

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





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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 10<sup>TH</sup>, 2017)**

#### 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 WEDNESDAY NOVEMBER 15<sup>TH</sup>, 2017)**

#### 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: **2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS**

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

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

PLEASE PRINT OR TYPE

<b>MATERIAL HANDLING RATE SCHEDULES</b>	<b>ROUND TRIP IN AND OUT (200 lb MINIMUM) ***PER SHIPMENT</b>
<p><b><u>AT WAREHOUSE (3:00PM FRIDAY NOVEMBER 10<sup>TH</sup>, 2017)</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 WEDNESDAY NOVEMBER 15<sup>TH</sup>, 2017)</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 \$25.00 FLAT FEE WILL BE APPLIED TO THE RECEIVING AND DELIVERING OF SINGLE SMALL PACKAGES (under 20 lbs).</p>	<p><b>\$25.00</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: 2017 ICOM CONFERENCE

**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 10<sup>TH</sup>, 2017.

**ADVANCE TO  
WAREHOUSE**

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

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

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Peoria Heights, IL 61616**

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But must arrive by 3:00 pm on NOVEMBER 10<sup>TH</sup>, 2017.

**DIRECT TO  
SHOWSITE**

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

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

Ship To: 2017 ICOM CONFERENCE

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 15<sup>TH</sup>, 2017.

**DIRRECT TO  
SHOWSITE**

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

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

Ship To: 2017 ICOM CONFERENCE

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

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Arrive before 8:00 am on NOVEMBER 15<sup>TH</sup>, 2017.

**DIRECT TO  
SHOWSITE**

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

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

Ship To: 2017 ICOM CONFERENCE

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

Direct shipments will be refused prior to move-in and CANNOT  
Arrive before 8:00 am on NOVEMBER 15<sup>TH</sup>, 2017.



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

DEADLINE FOR THIS FORM IS:  
**NOVEMBER 10<sup>TH</sup>, 2017**  
RETURN EITHER BY FAX OR MAIL

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 **10:00am – 3:00pm** on **Sunday November 19<sup>th</sup>, 2017**.

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: **2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS** 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 10<sup>TH</sup>, 2017**  
**RETURN EITHER BY FAX OR MAIL**

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

**DISPLAY INSTALLATION ORDER FORM**

PLEASE PRINT OR TYPE

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: **2017 ICOM – PEORIA CIVIC CENTER – PEORIA, ILLINOIS**

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

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

**PEORIA CIVIC CENTER**

**ELECTRICAL & WATER SERVICE ORDER FORM**

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

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

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

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

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

**METHODS OF PAYMENT:**

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

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

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

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

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

**CONDITIONS AND SAFETY REGULATIONS:**

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

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





Name of Event: 2017 ICOM CONFERENCE 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:**

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.

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

