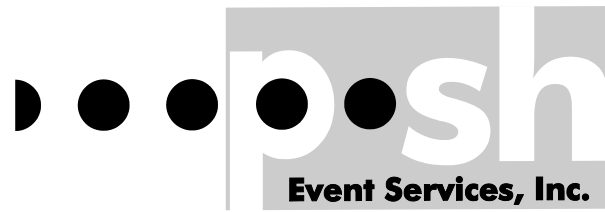


PoSH Event Services, Inc.
3738 Paragon Drive Columbus, OH 43228
(740)362-0004 / (740)362-1004 Fax
Website: www.poshevent.com
Email: exhibitorservice@poshevent.com



**Offinger's Memories Scrapbooking Expo
March 23- 24th, 2012**

**PoSH Event Services, Inc. is proud to be the exclusive General Service Contractor
(Decorator) for Memories.
We look forward to working with you on all your show equipment and service needs.**

EXHIBITOR INFORMATION

**Booth Description: 10' x 10' with 8' high back drape and 3' high side drape and includes:
(1) 7"x44" ID sign, (1) 8' skirted table and (2) chairs.**

Show colors: Red and white.

Items provided by Show Management may not be returned or exchanged for credit, cash or different furnishings.

**If you have additional equipment or service needs; print, complete and fax the applicable pages including the Payment Form.
PoSH and Ohio Expo forms are included below. Please note that electric, telephone, and internet forms should be remitted to appropriate parties.**

NOTABLE DEADLINE DATES

Discount Rate: Orders must be received in our office by Friday March 16th, 2012

SHIPPING

Advanced Warehouse: Freight must arrive by March 19, 2012

To Show-Site: Freight must arrive on March 22, 2012

Thank you,

Exhibitor Services Dept.
PoSH Event Services, Inc.
740-362-0004



PAYMENT AUTHORIZATION FORM
Deadline for Discount Rate: March 16th, 2012

Return To:
3738 Paragon Drive
Columbus, OH 43228
(740)362-0004 / (740)362-1004 Fax

Payment Policy: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.
Cancellation Policy: Cancellation after 3/19 will be charged at 75% of regular rate.
Late Request: Requests after deadline will be filled as available at standard rates.

Our **CREDIT POLICY** requires **100% payment** with order for service, tax, and anticipated freight. This form with your **credit card** information for payment of advance and show site orders must be forwarded to PoSH Events Services, Inc. in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. ALL orders received after deadline (indicated on each form) will be charged at standard rates. All unpaid balances will be collected from your representative at show site before services can be rendered. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. **TERMS:** Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees connected with the collection of your accounts.

CREDIT CARD INFORMATION

Card Member Name (PRINT) _____ Phone () _____

Credit Card Billing Address (PRINT) _____

City _____ State _____ Zip Code _____

Email Address _____

Charge to: VISA AMERICAN EXPRESS MASTER CARD

Account Number _____ Code _____ Expiration Date _____

Card Holder Signature _____

SERVICES AND EQUIPMENT ORDERED

Rentals: FURNITURE RENTAL ORDER FORM \$ _____
CARPET RENTAL ORDER FORM \$ _____
BOOTH LIGHTING FORM \$ _____

SUB-TOTAL \$ _____
SALES TAX 6.75% \$ _____
RENTAL TOTAL \$ _____

Freight/ labor: MATERIAL HANDLING PAYMENT \$ _____
LABOR/ FORKLIFT OPERATOR ORDER FORM \$ _____

LABOR TOTAL \$ _____

REMIT TO: PoSH EVENT SERVICES INC. =>

GRAND TOTAL: \$ _____

(ALL UNPAID BALANCES AT THE CONCLUSION OF THE EVENT WILL BE INVOICED TO THE CREDIT CARD ON FILE)

Name of Event Memories 2012

Booth number _____

Company Name _____ Phone () _____

Address _____ City _____ State _____ Zip _____



Furniture Rental Order Form:

Payment Policy: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

Cancellation Policy: Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Late Request: Requests after deadline will be filled as available at standard rates.

Color/Size Selection: Choices not indicated will be selected by Posh Event Services to coordinate with show colors and size of exhibit.

Return To:
3738 Paragon Drive
Columbus, OH 43228
(740)362-0004/ (740)362-1004

Chairs, Stools Coffee Tables					Display Tables – 30' High x 2' wide				
Qty	Description	Discount Rate	Standard Rate	Amount	Qty	Description	Discount Rate	Standard Rate	Amount
	Upholstered Arm Chair Gray	20.00	26.00			4' long table SKIRTED 3 sides	45.00	55.00	
	Stool – 30" Black with Back	26.00	35.00			6' long table SKIRTED 3 sides	52.00	70.00	
	Armless Side Chair Gray Vinyl	18.00	24.00			8' long table SKIRTED 3 sides	64.00	85.00	
	Folding Chair - Brown	6.00	12.00			(additional) all sides draped	12.00	16.00	
	Pedestal Table 30" high x 30" wide	30.00	38.00			4' long table NOT skirted	20.00	25.00	
	Pedestal Table 40" high x 30" wide	32.00	40.00			6' long table NOT skirted	25.00	30.00	
						8' long table NOT skirted	28.00	34.00	
	Linen for Pedestal Table 30" Hi	25.00	31.50		CHECK SKIRT COLOR (Includes Top Covered with White Vinyl)				
	Linen for Pedestal Table 40" Hi	25.00	31.50		Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>				
Accessories					Display Table Counters – 40" high x 2' wide				
	Wastebasket	5.00	8.00			4' long table SKIRTED 3 sides	50.00	60.00	
	Easel, Tripod	21.00	26.40			6' long table SKIRTED 3 sides	62.00	75.00	
	Black Metal Grid Walls 2'x8'	36.00	45.00			8' long table SKIRTED 3 sides	69.00	90.00	
	Garment Rack 5' long	36.00	45.00			4' side draped (additional) all sides	15.00	19.00	
	Chrome Stanchion	24.00	30.00			4' long table NOT skirted	22.00	27.00	
	White Plastic Chain (per ft)	2.10	2.70			6' long table NOT skirted	27.00	32.00	
	Mannequin (Call for style)	90.00	112.50			8' long table NOT skirted	30.00	36.00	
	Sculpture Stands (48"hi 14"sq)	42.00	52.50			Glass Showcase Lighted w/lock 4'hi W/ 2 shelves	400.00		
	Sculpture Stands (15"hi 30"sq)	42.00	52.50						
Special Booth Draping					CHECK SKIRT COLOR (Includes Top Covered with White Plastic)				
	Telescoping Rod	12.00	15.60		Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>				
	8' Post & 13" Square Base	18.00	24.00		Table Risers – 12" wide, Covered White				
	36" Post & 2' Square Base	18.00	22.00			4' long. Single Step. 12" ht.	24.00	30.00	
	White Vinyl Table Cover	14.40	16.00			6' long. Single Step. 12" ht.	36.00	45.00	
						8' long. Single Step. 12" ht.	48.00	60.00	
	Special color side rails drapes. 36" high-Price per linear foot	3.00	4.50			Color Drape for riser Spec Color _____	36.00	45.00	
	Special color side rails drapes. 8' high-Price per linear foot	5.00	6.50						
CHECK SKIRT COLOR (Includes Top Covered with White Plastic)									
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal									

No credit will be given after close event on items or services ordered. If you have a problem please see the Posh Event Service Desk Personnel at the event site prior to opening.

Changes listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: _____ \$

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event Memories 2012
 Firm Name _____
 Address _____
 Street City State Zip Code
 Print/Type Name _____ Signature _____

Booth Number _____
 Phone (____) _____
 Fax (____) _____
 Date _____

(Must be received in our office by deadline)



Carpet Rental Order Form

Payment Policy: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

Cancellation Policy: Cancellation after deadline will be charged at 50% of prevailing rate.

Late Request: Cancellation after deadline will be 100% of prevailing rate

Color/Size Selection: Requests after deadline will be filled as available at standard rates. Choices not indicated will be selected by Posh Event Services to coordinate with show colors and size of exhibit

Return To:
3738 Paragon Drive
Columbus, OH 43228
(740)362-0004/ (740)362-1004

Standard Exhibit Booth Carpet

Standard exhibit booth carpet price includes rental, removal and front taping only.

Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired see section below.

CHECK ONE	Discount Rate	Standard Rate	CHECK ONE	Discount Rate	Standard Rate
<input type="checkbox"/> 10ft x 10ft	\$60.00	\$85.00	<input type="checkbox"/> 10ft x 30ft	\$170.00	\$195.00
<input type="checkbox"/> 10ft x 20ft	\$110.00	\$130.00	<input type="checkbox"/> 10ft x 40ft	\$230.00	\$260.00

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

BLACK BLUE GRAY RED TEAL

Bulk Space/ Island Carpet

Complete exhibit area and custom carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements.

Complete area size _____ FT x _____ FT = _____ SQ. FT@	Discount Rate	Standard Rate	Total
	\$1.50	\$2.00	= \$ _____

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

BLACK BLUE GRAY RED

Custom Decorators Plush Carpet

Custom carpet is an upgraded 34 oz. Carpet in 12 decorator colors. Swatches will be sent to you upon your request. Minimum order for custom carpet is 100 sq. ft. Order must be received in our office 4 weeks prior to show.

Custom Carpet Size _____ FT x _____ FT = _____ SQ. FT@	Discount Rate	Standard Rate	Total
	\$2.45	\$3.20	= \$ _____

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET: (Other colors available upon request.)

<input type="checkbox"/> Baby Blue	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Misty Grey
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Ebony Black	<input type="checkbox"/> Gunmetal Grey	<input type="checkbox"/> Sandstone Beige
<input type="checkbox"/> Cherry Red	<input type="checkbox"/> Evergreen	<input type="checkbox"/> Ivory White	<input type="checkbox"/> Sky Blue

Padding – Plastic Covering - Tape

RATES INCLUDE INSTALLATION AND REMOVAL	Discount Rate	Standard Rate	Total
Padding Area Size _____ FT x _____ FT = _____ SQ. FT@	\$.72	\$.90	= \$ _____
Plastic Covering Area _____ FT x _____ FT = _____ SQ. FT@	\$.24	\$.30	= \$ _____
Additional Carpet Tape _____ LN. FT@	\$1.20	\$1.50	= \$ _____

Carpet Cleaning – ft. x _____ ft. = _____ sq.ft. @ \$.18 Total \$ _____

No credit will be given after close event on items or services ordered. If you have a problem please see the Posh Event Service Desk Personnel at the event site prior to opening.

Changes listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ _____

Yes, I have completed and enclosed the Payment Authorization form. →

Name of Event Memories 2012 Booth Number _____
 Firm Name _____ Phone (____) _____
 Address _____ Fax (____) _____
 Street City State Zip Code
 Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)



To enable us to anticipate and trace delayed shipments, please complete information requested for each individual shipment to the best of your knowledge. **DO NOT DELAY!**

Make a copy of form and fax or mail to THIS LETTERHEAD ADDRESS! PoSH Event Services must be advised (4) weeks in advance of delivery date of any oversized freight (single pieces over 3500 lbs. Or odd shaped pieces) which will require unloading/reloading

Return To:
3738 Paragon Drive
Columbus, OH 43228
(740)362-0004/ (740)362-1004 Fax

Instructions

- 1.) Mail this form with advance payment to above PoSH Event Services address by above deadline.
- 2.) All shipments must be prepaid. Collect shipments will not be accepted.
- 3.) All **advanced warehouse** freight should be shipped to arrive by 3/19/2012.
- 4.) All inbound shipments **direct to event site** must be targeted to arrive 3/22/2012.

Advanced Receiving Warehouse

*Label each piece of your shipment(s) as follows

TO: **(NAME OF EXHIBITING COMPANY)**
 Memories 2012
 C/O PoSH Event Services
 3738 Paragon Drive
 Columbus, OH 43228

Event: Memories 2012
 Exhibit Space #: _____
 Must arrive by: _____

Direct to Event Site

*Label each piece of your shipment(s) as follows

TO: **(NAME OF EXHIBITING COMPANY)**
 Memories 2012
 C/O PoSH Event Services
 Ohio Expo Center- Lausche Building
 717 E. 17th Ave.
 Columbus, OH 43211

Event: Memories 2012
 Exhibit Space #: _____
 Must arrive on: _____

Rate Schedule

Rates apply to each 100 lbs. Or fraction thereof and are based on the actual or estimated INBOUND weight NO allowance will be made for attrition during the event. NO accumulative weights will be allowed on minimums, split shipments, free ashtrays, etc.

- 1.) Shipments received at **advance warehouse**, unloaded, stored for 14 days (or less), delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage (if required) and returned to booth, shipments picked up at exhibitor's booth at the close of the convention(if required) and moved to the loading area, and reloaded on truck(s) at \$55.00 per ext. (100 lbs. or fraction) [200 lb. per shipment minimum]
- 2.) Shipments received **at event site** facility, unloaded from exhibitor or carrier vehicle, delivered to the exhibitor's booth, empty packing cases removed to storage(if required) and returned to booth, shipments picked up at exhibitor's booth at the close of the show (if required) and moved to the loading area, and reloaded on truck(s) at \$50.00 per ext. (100 lbs. or fraction) [200 lb. per shipment minimum]
- 3.) **Shipments or Equipment requiring "SPECIAL Handling"** will be subject to 50% surcharge in addition to the rates listed above. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment) Materials will be unloaded from vans, exhibitor's truck or trucks of others at advance warehouse or the convention facility, delivered to the exhibitor's booth, empty packing materials removed to storage (if required) and returned to booth, shipments picked up at the exhibitors booth at the close of the show, moved to the loading area and reloaded on truck(s). **It is incumbent on the exhibitor to provide written and accurate weight and piece count information on each shipment.** Shipments received with a Bill of Lading (i.e., UPS U.S. Mail, Co. Trucks without Bill of Lading, etc.) or delivered direct to event site prior to first event target date or after must arrive by date for advance receiving warehouse (see above instructions) also may be subject to 50% surcharge.

Estimate Drayage Services Cost for Advance Payment

*Enter estimated **total pounds** (see below) of all of your shipments by rounding **up** each total shipment weight to the next nearest 100 pounds ie, one- 232lb. shipment of any number of pieces would be figured as 300 lbs., 595 lbs. of any number of pieces would be figured as 600 lbs.,etc.) any shipment with a total weight of 200lbs. or less should be calculated at 200lb. minimum.

ADVANCED WAREHOUSE SHIPMENTS

Total Combined Weights of ALL Shipments (rounded up) *divided by* 100lbs. = _____ TTL cwts. X \$55 per cwt. = \$ _____

DIRECT TO EVENT SITE

Total Combined Weights of ALL Shipments (rounded up) *divided by* 100lbs. = _____ TTL cwts. X \$50 per cwt. = \$ _____

ADVANCED WAREHOUSE AND DIRECT TO EVENT SITE ESTIMATED COST.....\$ _____

ADD 50% SURCHARGE FOR SPECIAL HANDLING IF REQUIRED (See "Special Handling" #3 under Rate Schedule)..... \$ _____

YES, I have completed and enclosed the Payment Form → Sub Total: \$ _____

Total \$ _____

No credit will be given after close of event on items or services ordered, but not received.

If you have a problem please see the PoSH Service Desk Personnel at the event site prior to opening.

.Please be sure to read both pages of this SHIPPING INFORMATION AND DRAYAGE SERVICE ORDER FORM. Other conditions are applicable as stated on 2nd page.

Name of Event Memories 2012

Booth Number _____

Firm Name _____

Phone (____) _____

Address _____

Fax (____) _____

Street City State Zip Code

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR DIRECT TO SHOW SITE”
MUST ARRIVE ON 3/22/2012

(DO NOT DELIVER BEFORE)

TO: _____
(YOUR COMPANY NAME)

SITE:
Ohio Expo Center (Lausche Bldg.)
C/O: PoSH Event Services
717 East 17th Ave.
Columbus, OH 43211
SHOW: Memories 2012

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR DIRECT TO SHOW SITE”
MUST ARRIVE ON 3/22/2012

(DO NOT DELIVER BEFORE)

TO: _____
(YOUR COMPANY NAME)

SITE:
Ohio Expo Center (Lausche Bldg.)
C/O: PoSH Event Services
717 East 17th Ave.
Columbus, OH 43211
SHOW: Memories 2012

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR DIRECT TO SHOW SITE”
MUST ARRIVE ON 3/22/2012

(DO NOT DELIVER BEFORE)

TO: _____
(YOUR COMPANY NAME)

SITE:
Ohio Expo Center (Lausche Bldg.)
C/O: PoSH Event Services
717 East 17th Ave.
Columbus, OH 43211
SHOW: Memories 2012

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR DIRECT TO SHOW SITE”
MUST ARRIVE ON 3/22/2012

(DO NOT DELIVER BEFORE)

TO: _____
(YOUR COMPANY NAME)

SITE:
Ohio Expo Center (Lausche Bldg.)
C/O: PoSH Event Services
717 East 17th Ave.
Columbus, OH 43211
SHOW: Memories 2012

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**



Return To:
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Columbus, OH 43228
(740)362-0004/ (740)362-1004 Fax

LABOR AND FORKLIFT SERVICE ORDER FORM

Payment Policy Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancellation Policy Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Late Request Requests after deadline will be filled as available at the standard rates.

Starting time can be guaranteed only in those instances where staff are requested at the beginning of the official set-up time. While every attempt will be made to provide staff at later times, their starting time must be approximate, since staff assigned to jobs at the start of the day cannot gauge exact completion time of first job assignment. It is important that exhibit representative check in at service desk to pick up labor ordered. Exhibit representative must also check the labor back in at the service desk upon completion of work. All work will be done under supervision of the exhibitor representative.

Labor by PoSH EVENT SERVICES

ORDER	NUMBER OF STAFF REQUIRED	EST.HRS (1 HR INCREMENTS) EACH LABORER
Labor For Installation		
Labor For Dismantle		

Installation of exhibit Space/unloading w/out forklift
 1 Date needed: _____
 2. Est. Starting Time _____ AM / PM
 3. Est. Finishing Time _____ AM / PM
 4. Comments:

Forklift Labor by PoSH EVENT SERVICES

ORDER	START DATE	EST. HRS (1 HR MINIMUM)	START TIME	END TIME	
Forklift for Move-in					
Forklift for Move-out					

Rates: Estimate Labor Services Cost for Advance Payment

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00AM and after 5:00PM weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. There is a minimum charge of (1) hour per man. Rates are listed below.

MOVE-IN / INSTALLATION- STRAIGHT TIME
 Number of staff _____ x Number of hours per person _____ x # of Days _____ = Total Straight Time Hours x \$25.00 / Hr. = \$ _____
 Forklifts _____ x Number of hours _____ x # of Days _____ = Total Straight Time Hours x \$50.00 / Hr. = \$ _____

MOVE-IN / INSTALLATION- OVERTIME
 Number of staff _____ x Number of hours per person _____ x # of Days _____ = Total Overtime Hours x \$37.00 / Hr. = \$ _____
 Forklifts _____ x Number of hours _____ x # of Days _____ = Total Overtime Hours x \$75.00 / Hr. = \$ _____

MOVE-OUT / DISMANTLE- STRAIGHT TIME
 Number of staff _____ x Number of hours per person _____ x # of Days _____ = Total Straight Time Hours x \$25.00 / Hr. = \$ _____
 Forklifts _____ x Number of hours _____ x # of Days _____ = Total Straight Time Hours x \$50.00 / Hr. = \$ _____

MOVE-OUT / DISMANTLE- OVERTIME
 Number of staff _____ x Number of hours per person _____ x # of Days _____ = Total Overtime Hours x \$37.00 / Hr. = \$ _____
 Forklifts _____ x Number of hours _____ x # of Days _____ = Total Overtime Hours x \$75.00 / Hr. = \$ _____

Add 30% if supervised by PoSH EVENT SERVICE (30.00 min.) = \$ _____

No credit will be given after close of event on items or services ordered, but not received. If you have a problem, please see the Service Desk Personnel at the event site prior to opening. Charges listed above include delivery to your booth, rental (not sale) during the event, and removal. Subtotal: \$ _____

Please transfer this total to the ADVANCE PAYMENT FORM

Name of Event Memories 2012 Booth Number _____
 Firm Name _____ Phone (____) _____
 Street Address _____ City _____ State _____ Zip _____
 Print / Type Name _____ Signature _____ Date _____

(This form must be received in our office by the deadline. Thank You.)

