



1601 South 129th West Avenue  
 Sand Springs, OK 74063  
 T: 918.245.8006  
 F: 918.245.8007

[www.event1inc.net](http://www.event1inc.net)

# SHOW INFORMATION

## EngageOK 2016

Cox Convention Center, OKC  
 July 19-21, 2016

### Official Service Contractor

Event 1 Productions, Inc.  
 1601 S. 129th W. Ave.  
 Sand Springs, OK 74063  
 Phone: 918-245-8006  
 Fax: 918-245-8007  
 Online: [www.event1inc.net](http://www.event1inc.net)

### Show Location

Cox Convention Center  
 1 Myriad Gardens  
 Oklahoma City, OK 73102

### Show Information

Backwall Drape: Black  
 Sidewall Drape: Black  
 Table Skirting: Black

### Single Booth Package (10'X10')

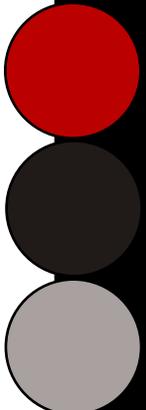
8' Back Drape and 3' Siderail  
 1-6' Skirted Table  
 2-Folding Chairs  
 1-Wastebasket  
 1-ID Sign (7'X40")

NOTE: Electricity is not provided with your booth package. If you need electricity, telephone, or internet services in your booth, please fill out the attached Cox Convention Center forms and fax them directly to the Cox Convention Center (fax # on forms).

***IMPORTANT DATES & TIMES: All dates are for 2016, unless otherwise noted. All times are Central Standard Time. Be sure to check all order forms for additional information and deadlines:***

Discount Deadline (for orders received w/ payment):	_____	Wednesday, July 6	
Advance Shipments may begin arriving at Warehouse	_____	Monday, June 20	
Advance Shipments will be accepted until	_____	Monday, July 18	by 4:30pm (CST)
Direct Shipments to Exhibit Site will ONLY be accepted	_____	July 18-19	9:00am - 4:00pm
Exhibitor Installation	_____	Tuesday, July 19	9:00am - 6:00pm
Show Hours	_____	Wednesday, July 20	8:00am - 4:00pm
		Thursday, July 21	8:00am - 3:00pm
Exhibitor Dismantle	_____	Thursday, July 21	3:00pm - 8:00pm

Exhibitors using a non-official carrier will need to make their own arrangements for pickup. Please make sure that a company representative will be on-site to oversee the outbound shipment of your display and products. All exhibitor freight must be removed by 7:00pm on July 21, 2016, or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.





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# SHOW INFORMATION

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## Shipping Addresses

### **Advance Shipments to Warehouse**

#### **Company Name & Booth #**

EngageOK 2016  
C/O Event 1 Productions, Inc.  
ABF  
1117 E Grand Blvd  
Oklahoma City, OK 73129

#### **Shipments should arrive between:**

June 20 - July 18, 2016 by 4:30 pm (CST)

## Direct Shipments

### **To Exhibit Site & for Pick-Up**

#### **Company Name & Booth #**

EngageOK 2016  
C/O Event 1 Productions, Inc.  
Cox Convention Center  
1 Myriad Gardens  
Oklahoma City, OK 73102

#### **Shipments will be accepted only on:**

July 18-19, 2016 by 5:00pm (CST)

#### **Shipment Pickups will be accepted until:**

July 21, 2016, by 7:00pm (CST)

All freight that is being delivered directly to the Cox Convention Center must be received on July 18-19, 2016. All freight deliveries sent directly to the facility will be received by Event 1 Productions, Inc. and are subject to Event 1 Productions, Inc. freight handling charges regardless of the consignee, as Event 1 Productions, Inc. is the official show contractor. If your freight arrives at the facility prior to the published freight receiving dates, it will not be accepted. All Freight into EngageOK 2016 will require a material handling and payment form on file before arriving on show site as well as before Freight will be released to exhibitors.

If you need any further assistance or have questions regarding your booth display needs, signs and banners, or other items needed that are not listed within the vendor packet please contact:

**Scott Cutten**, Exhibit Sales Manager, Logistics

918-245-8006 – Office  
918-695-5722 – Mobile  
SCutten@Event1inc.net

**Lee Martin**, Executive Director

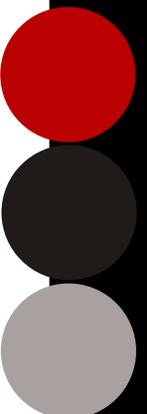
918-245-8006 – Office  
918-691-2458 – Mobile  
Lee.Martin@Event1inc.net

We look forward to the opportunity to serve you and help the Oklahoma State Department of Education make this year's event a great success!

Sincerely,

*Corbin H. Potter*

Corbin H. Potter  
Director of Convention Services  
Event 1 Productions, Inc.





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# STANDARD BOOTH FURNITURE



Standard & Counter High Skirted Tables



Padded Arm Chair



Folding Chair

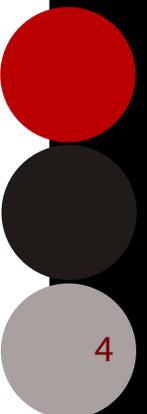


30" Lowboy & Highboy Tables



Standard Counter High Stool

*Other styles available.  
Styles may vary due to availability.  
Payment information on following page.*





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# STANDARD BOOTH FURNITURE

PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

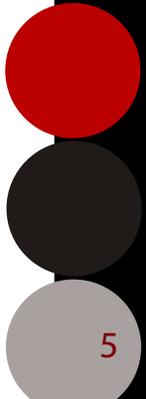
ITEM DESCRIPTION	DISCOUNT RATE	STANDARD RATE	QUANTITY	TOTAL
Padded Arm Chair	\$35.00	\$43.75		
Standard Counter High Stool	\$45.00	\$56.25		
Premium Folding Chairs (Black)	\$10.00	\$12.50		
Wastebaskets	\$10.00	\$12.50		
4' Table - Non-Skirted	\$50.00	\$62.50		
4' Table - Skirted	\$65.00	\$81.25		
6' Table - Non-Skirted	\$60.00	\$75.00		
6' Table - Skirted	\$75.00	\$93.75		
8' Table - Non-Skirted	\$70.00	\$87.50		
8' Table - Skirted	\$85.00	\$106.25		
Convert Provided Table to Counter High	\$35.00	\$43.75		
4' Counter High Table - Non-Skirted	\$60.00	\$75.00		
4' Counter High Table - Skirted	\$75.00	\$93.75		
6' Counter High Table - Non-Skirted	\$70.00	\$87.50		
6' Counter High Table - Skirted	\$85.00	\$106.25		
8' Counter High Table - Non-Skirted	\$80.00	\$100.00		
8' Counter High Table - Skirted	\$95.00	\$118.75		
60" Round w/ Linen	\$75.00	\$93.75		
30" Lowboy Round w/ Linen	\$55.00	\$68.75		
30" Highboy Round w/ Linen	\$75.00	\$93.75		
Extra Table Skirts (Standard Size)	\$30.00	\$37.50		
Extra Table Skirts (Counter High)	\$40.00	\$50.00		
Additional 3' Pipe & Drape	N/A	\$3 per linear ft		
Additional 8' Pipe & Drape	N/A	\$5 per linear ft		
Additional 16' Pipe & Drape	N/A	\$15 per linear ft		

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Sub-Total	
Sales Tax (8.375%)	
Fuel Surcharge (4% of Sub-Total)	
<b>TOTAL DUE</b>	





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# PREMIUM BOOTH FURNITURE

Black Leather Chair



Black Leather Loveseat



Literature Rack



Black Leather Couch



"Z" Rack

Black 6'x2'  
Gridwall



Presentation Board



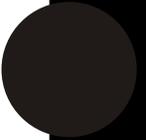
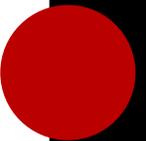
Silver Octanorm Counter  
Plain or w/ Custom Graphics



Adjustable  
T-Rack



Oasis  
Bag Holder





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# PREMIUM BOOTH FURNITURE

## PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

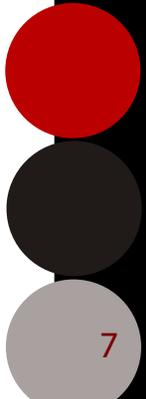
ITEM DESCRIPTION	DISCOUNT RATE	STANDARD RATE	QUANTITY	TOTAL
Black Leather Couch	\$400.00	\$500.00		
Black Leather Loveseat	\$300.00	\$375.00		
Black Leather Chair	\$150.00	\$187.50		
Premium Counter High Stool	\$65.00	\$81.25		
Coffee Table	\$65.00	\$81.25		
End Table	\$45.00	\$56.25		
8.5"x11" Literature Rack	\$65.00	\$81.25		
8'W x 4'H Presentation Board	\$150.00	\$187.50		
Company Logo on Vendor ID Sign *	\$15.00	\$18.75		
Black 6'H x 2'W Gridwall	\$75.00	\$93.75		
"Z" Rack	\$25.00	\$31.25		
OctaCounter w/ Rear Shelving & Locking Cabinet Doors	\$300.00	\$375.00		
OctaCounter w/ Rear Shelving Only	\$250.00	\$312.50		
30"x33" Custom Graphics for OctaCounter	\$65.00	\$81.25		
Adjustable T-Rack	\$65.00	\$81.25		
Oasis Bag Holder Rack	\$50.00	\$62.50		

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Sub-Total	
Sales Tax (8.375%)	
Fuel Surcharge (4% of Sub-Total)	
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# QUALITY RENTAL CARPET

PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

**Please be sure to indicate your carpet color choice. The color choices are coordinated with the event colors. Vendors are encouraged to stay within those colors.**

NOTES: - If you will require extension cords to be run under the carpet, booth padding and an and electrical layout will be required.

\_\_\_\_\_ Run extension cord under my carpet.

CARPET OPTIONS	CIRCLE COLOR OPTION	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
10'x10' Carpeting	Black	Tuxedo		\$85.00	\$103.75
10'x10' Carpet Padding				\$45.00	\$56.25
10'x10' Visqueen Plastic Cover				\$37.50	\$46.88

10'x20' Carpeting	Black	Tuxedo		\$170.00	\$207.50
10'x20' Carpet Padding				\$90.00	\$112.50
10'x20' Visqueen Plastic Cover				\$75.00	\$93.75

10'x30' Carpeting	Black	Tuxedo		\$255.00	\$311.25
10'x30' Carpet Padding				\$135.00	\$168.75
10'x30' Visqueen Plastic Cover				\$112.50	\$140.63

10'x40' Carpeting	Black	Tuxedo		\$340.00	\$415.00
10'x40' Carpet Padding				\$180.00	\$225.00
10'x40' Visqueen Plastic Cover				\$150.00	\$187.00

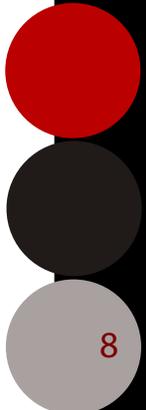
10'x50' Carpeting	Black	Tuxedo		\$425.00	\$518.75
10'x50' Carpet Padding				\$225.00	\$281.25
10'x50' Visqueen Plastic Cover				\$187.50	\$234.38

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# PROFESSIONAL CLEANING SERVICES

## PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

Event 1 Productions will vacuum the show floor once after the carpet is installed. Your exhibit area may, at times, need additional vacuuming after the show begins. Let us keep your booth looking sharp and clean.

Initial Vacuuming - Once before show opens.

Service Description	DAILY Discount Rate	DAILY Standard Rate	Quantity	Total
10'x10' Exhibit Space	\$30.00	\$37.50		
10'x20' Exhibit Space	\$60.00	\$75.00		
10'x40' Exhibit Space	\$90.00	\$112.50		
10'x50' Exhibit Space	\$120.00	\$150.00		

Pre-Show Exhibit Cleaning - Includes cleaning and dusting exhibit and furnishings once before show opens:

Service Description	DAILY Discount Rate	DAILY Standard Rate	Quantity	Total
10'x10' Exhibit Space	\$40.00	\$50.00		
10'x20' Exhibit Space	\$80.00	\$100.00		
10'x40' Exhibit Space	\$1500.00	\$150.00		
10'x50' Exhibit Space	\$180.00	\$225.00		

Daily Vacuuming - Once each day of the show, including the initial vacuuming:

Service Description	DAILY Discount Rate	# of Show Days	Quantity	Total
10'x10' Exhibit Space	\$25.00			
10'x20' Exhibit Space	\$50.00			
10'x40' Exhibit Space	\$75.00			
10'x50' Exhibit Space	\$100.00			

Porter Services - Includes cleaning & dusting exhibit and furnishings, janitorial services, periodic removal of trash throughout show hours:

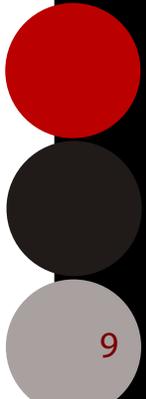
Service Description	DAILY Discount Rate	DAILY Standard Rate	Quantity	Total
10'x10' Exhibit Space	\$50.00			
10'x20' Exhibit Space	\$75.00			
10'x40' Exhibit Space	\$100.00			
10'x50' Exhibit Space	\$125.00			

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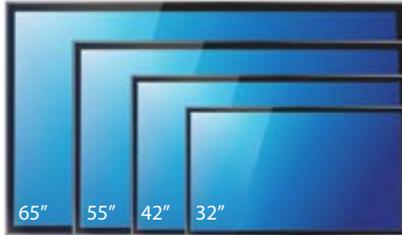
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# AUDIO / VISUAL SERVICES

## PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	



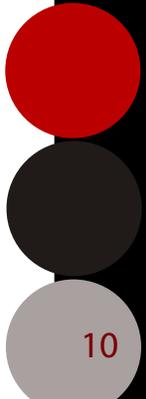
ITEM DESCRIPTION	DAILY DISCOUNT RATE	DAILY STANDARD RATE	QUANTITY	TOTAL
32" Flat Panel Display	\$175.00	\$218.75		
42" Flat Panel Display	\$250.00	\$312.50		
55" Flat Panel Display	\$400.00	\$500.00		
65" Flat Panel Display	\$650.00	\$812.50		
Flat Panel Display Stand (Truss)	\$75.00	\$93.75		
DVD Player	\$40.00	\$50.00		
Media Projector (3000 Lumens)	\$350.00	\$437.50		
Media Projector (6500 Lumens)	\$500.00	\$625.00		
5' x 5' Tripod Screen	\$45.00	\$56.25		
9' x 12' Fast Fold Screen	\$200.00	\$250.00		
10.5' x 14' Fast Fold Screen	\$220.00	\$275.00		
400 Watt Powered Speakers (Pair)	\$250.00	\$312.50		
Speaker Tripod	\$20.00	\$25.00		
Wired Microphone (Handheld)	\$20.00	\$25.00		
Wireless Microphone (Handheld or Lav)	\$110.00	\$137.50		
5-Input Mixer Board	\$40.00	\$50.00		
8-Input Mixer Board	\$50.00	\$62.50		

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# MATERIAL HANDLING & DRAYAGE SERVICES

PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

**Material Handling & Drayage Services**

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

**Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth.**

**Material Handling Rates per 100 lbs.**

<u>Straight Time On In &amp; Out</u>	<u>Straight Time and Overtime</u>	<u>Overtime 2-Way</u>	<u>Estimated Weight of Shipment</u>
ST: M-F 8am - 5pm	ST: M-F 8am-5pm OT: M-F 5pm-8am All Day Sat-Sun	OT: M-F 5pm - 8am All Day Sat-Sun	_____
<b>\$65.00</b>	<b>\$75.00</b>	<b>\$85.00</b>	100 lbs minimum

I will be shipping to:

- The Advanced Receiving Warehouse \*** [Receiving Dates are: June 20 - July 18, 2016 by 4:30pm (CST) ]
- Directly to Show Venue \*** [Receiving Dates are: July 18-19, 2016 by 5:00pm (CST) ]

\* Please use the labels provided on the next page.

If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Scott Cutten @ 918-245-8006. Freight left at show site will be shipped back to exhibitor by Event 1 Productions through a standard parcel carrier within 10 business days and billed to exhibitor.

**By signing below you authorize Event 1 Productions to handle any freight sent to the show from your company.**

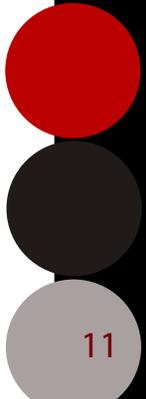
AUTHORIZED REPRESENTATIVE (SIGNATURE)	
AUTHORIZED REPRESENTATIVE (PRINT PLEASE)	DATE
CONTACT (PLEASE PRINT)	
MOBILE PHONE #	OFFICE PHONE #

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Sub-Total	
No Tax	
Fuel Surcharge (4% of Sub-Total)	
<b>TOTAL DUE</b>	





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# FREIGHT / SHIPPING LABELS

Place Exhibitor Name & Booth Number on Top Line.



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**ENGAGEOK 2016**  
C/O EVENT 1 PRODUCTIONS, INC.  
ABF  
1117 E GRAND BLVD  
OKLAHOMA CITY, OK 73129



Advanced Receiving

Place Exhibitor Name & Booth Number on Top Line.



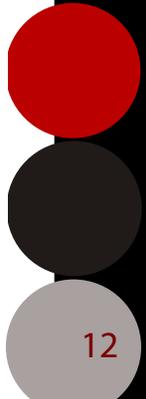
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**ENGAGEOK 2016**  
C/O EVENT 1 PRODUCTIONS, INC.  
COX CONVENTION CENTER  
1 MYRIAD GARDENS  
OKLAHOMA CITY, OK 73102



Direct Shipment





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**MATERIAL HANDLING &  
DRAYAGE SERVICES**

PAGE 1 OF 2

**Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below:**

1. Event 1 Productions shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Event 1 Productions shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth.
3. Event 1 Productions shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to Event 1 Productions by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Event 1 Productions shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Event 1 Productions by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Event 1 Productions shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Event 1 Productions shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Event 1 Productions is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Event 1's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Event 1 Productions within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Event 1 Productions or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Event 1 Productions for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Event 1 Productions assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Event 1 Productions labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Event 1 will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.



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F: 918.245.8007

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# MATERIAL HANDLING & DRAYAGE SERVICES

PAGE 2 OF 2

11. In order to expedite removal of materials, Event 1 Productions shall have authority, without further clearance from exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors.
13. Payment for all labor and services will be the responsibility of the exhibitor.
14. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Event 1 Productions relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Event 1 Productions for Drayage or any other services provided by Event 1 Productions as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Event 1 Productions at the close of the show for all such charges, and they further agree that any claim they may have against Event 1 Productions shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
15. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
16. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
17. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
18. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Event 1 Productions is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Event 1 Productions hereunder are based on the value of the material handling services and the scope of Event 1 Productions liability as set forth above.



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# SET UP & TEAR DOWN LABOR SERVICE RATES

PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

### Labor Rates (1 Hour Minimum on ALL Labor Service Orders)

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon - Fri	\$65.00
Overtime:	6:00am - 8:00am	Mon - Fri	\$97.50
Overtime:	5:00pm - 12:00am	Mon - Fri	\$97.50
Overtime:	Entire Day(s)	Sat - Sun	\$97.50
Double Time:	12:00am - 6:00am	Everyday	\$130.00
Double Time:	Entire Day(s)	Holidays	\$130.00

### Booth Description

Type of Display  Portable Booth  Custom Booth  Table Top Display  Other

Please Indicate the Set Up & Tear Down options that best fit your needs:

Option #1: Set up and tear down with supervision by an exhibitor representative.

	Date Needed	Time Needed	# of Persons	Hrs Per Person	Rate	Total Hrs	Total
Set Up Labor:							
Tear Down Labor:							

Option #2: Set up and tear down with supervision by Event 1 Productions:

	# of Persons	Hrs per Person	Rate	Total Hrs	Supervision (25%)	Total
Set Up Labor:						
Tear Down Labor:						

**NOTE:**

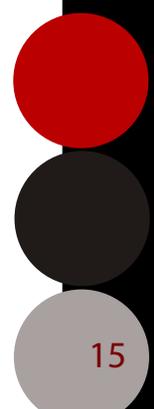
- Please include all necessary directions for displays, including pictures, renderings, etc.
- Exhibitors are responsible for checking with Event 1 Productions at the service desk to check labor out & in.
- Only 8:00am labor calls can be guaranteed during vendor move-in, but are subject to lift availability (if required).

Discount Deadline: July 6, 2016 @ 5:00pm (CST)

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	
No Tax	
<b>TOTAL DUE</b>	





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# NOTIFICATION OF INTENT TO USE NONOFFICIAL SERVICE CONTRACTORS

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

Exhibitors who plan to have an exhibit service firm (other than the official service contractor) unpack, erect, assemble, dismantle and pack displays/equipment must abide by the following:

1. Notify Event 1 Productions by the deadline date indicating the following:

Name of Service Firm: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Cell Phone # (in case of emergency): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

2. Nonofficial contractors must submit proof of adequate insurance, in the form of an original policy rider listing Event 1 Productions as an additional insured, furnished by their broker to Event 1 Productions office no later than 30 days in advance of the first day of the show. This must include a copy of your worker's compensation insurance policy.
3. All booth personnel must be properly badged at show site.
4. Refer to the "Official Service Contractors and Exhibitor Appointed Contractors" guidelines for additional requirements.

If the exhibiting company fails to comply with any or all of the above, the nonofficial contractor will not be permitted to service your exhibit, and Event 1 Productions must be hired for installation and dismantle labor. The Nonofficial Contractor will be able to provide supervision only.

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Must be received by: July 6, 2016 @ 5:00pm (CST)**





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## OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

**Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed official service contractors to perform and provide necessary services and equipment.**

Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all exhibitors according to the need,
- Provide sufficient labor to satisfy the requirements of exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

- The exhibitor must notify show management in writing and Event 1 Productions of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The exhibitor shall provide evidence that the exhibitor appointed contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and workers' compensation naming Event 1 Productions as additional insured, to show management and Event 1 Productions at least 30 days before the show opening.
- The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor must have all business licenses, permits and workers' compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide show management with evidence of compliance.
- The exhibitor appointed contractor will share with Event 1 Productions all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.
- The exhibitor appointed contractor must furnish show management and Event 1 Productions with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management.
- The exhibitor appointed contractor shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
- The exhibitor appointed contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
- The exhibitor appointed contractor shall provide, if requested, evidence to Event 1 Productions that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Event 1 Productions. The exhibitor appointed contractor must coordinate all of its activities with Event 1 Productions.
- For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



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# SIGN HANGING LABOR SERVICE RATES

PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

**NOTE: The Cox Convention Center has limitations on where ceiling hanging structures can be anchored. Please contact Scott Cutten (918.245.8006, scutten@event1inc.net) before submitting this page to ensure your sign/structure is eligible based on your booth location.**

Sign Hanging Labor Rates (1 Hr and 2 Laborers Minimum on ALL Sign Hanging Labor Service Orders)

	Time	Days	Discount Rate	Standard Rate
Straight Time:	8:00am - 5:00pm	Mon. - Fri.	\$120.00	\$150.00
Over Time:	6:00am - 8:00am	Mon. - Fri.	\$180.00	\$225.00
Over Time:	5:00pm - 12:00am	Mon. - Fri.	\$180.00	\$225.00
Over Time:	Entire Day(s)	Sat. - Sun.	\$180.00	\$225.00
Double Time:	12:00am - 6:00am	Everyday	\$240.00	\$300.00
	Entire Day(s)	Holidays	\$240.00	\$300.00

### Sign Description

Type of Sign: \_\_\_\_\_ Custom Sign \_\_\_\_\_ Banner Sign \_\_\_\_\_ Other

	Date Needed	Time Needed	# of Persons	Hrs Per Person	Rate	Total Hrs	Total
Set Up Labor:							
Tear Down Labor:							

**NOTE:**

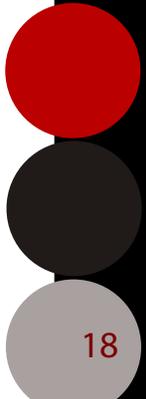
- Hanging materials and rigging gear **MUST** be provided by the exhibitor.
- Please include all necessary directions for the signs, including picture and renderings.
- Exhibitors are responsible for checking in with Event 1 Productions at the service desk to check labor out and in.
- Only 8:00am Labor calls can be guaranteed during vendor move-in, but are subject to lift availability.

Discount Deadline: July 6, 2016 @ 5:00pm (CST)

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	
No Tax	
Fuel Surcharge (4%)	
<b>TOTAL DUE</b>	





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# FORKLIFT SERVICES

## PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

### Forklift Service Rates (1 Hour Minimum on ALL Forklift Service Orders)

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon - Fri	\$90.00
Overtime:	5:00pm - 12:00am	Mon - Fri	\$125.00
Overtime:	Entire Day(s)	Sat - Sun	\$125.00
Double Time:	12:00am - 6:00am	Everyday	\$180.00
Double Time:	Entire Day(s)	Holidays	\$180.00

### Forklift Service Options:

	Date Needed	Time Needed	Hours	Rate	Total
Set Up Forklift Service					
Tear Down Forklift Service					

#### NOTE:

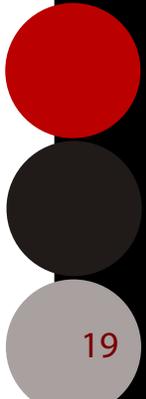
- Exhibitors are responsible for checking with Event 1 Productions at the service desk for Forklift Services in and out.
- Only 8:00am Forklift Service calls can be guaranteed during vendor move-in.

Discount Deadline: July 6, 2016 @ 5:00pm (CST)

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	
No Tax	
<b>TOTAL DUE</b>	





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# EXHIBIT BANNERS, SIGNAGE & GRAPHICS

PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

## Digital Banners:

All banners and signs are produced digitally and printed on high quality vinyl material. Banners and signs can be displayed vertically or horizontally using grommets or displayed on high quality, freestanding alluminum flex stands.

Item Description	Standard Price	+ Grommets	Quantity	Size Examples	Total
6' x 2' Banner	\$96.00	\$10.00			
7' x 2' Banner	\$112.00	\$10.00			
8' x 2' Banner	\$128.00	\$10.00			
8' x 3' Banner	\$192.00	\$10.00			
9' x 3' Banner	\$216.00	\$10.00			
9' x 3.5' Banner	\$252.00	\$10.00			

## Custom Sizes and Designs:

In the print shop at Event 1 Productions we are able to produce a WIDE variety of high quality banners and signs to meet your specific show needs. Let us know what you are wanting/needing and we will deliver the eye-catching signage that will bring more people to your booth.

**Artwork for Banner(s) and Sign(s):**

\_\_\_\_\_ We will provide our own artwork.

\_\_\_\_\_ Please create custom artwork for us.

Event 1 Productions, Inc. can create custom artwork from source materials for \$80.00 per hour of design time. Please refer to Artwork Submission Guidelines.



Twin Base Flex Display Stand

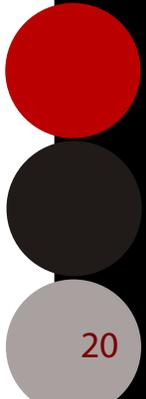


Cross Base Flex Display Stand

For all your signage / banner needs please contact:

**Lee Martin** | [lee.martin@event1inc.net](mailto:lee.martin@event1inc.net) | 918.245.8006  
 Print Shop Manager, Graphic Designer

Sub-Total	
Sales Tax (8.375%)	
Fuel Surcharge (4% of Sub-Total)	
<b>TOTAL DUE</b>	





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# ARTWORK SUBMISSION GUIDELINES

## ARTWORK DEADLINE

Any artwork submitted less than a week before the show date will be subject to a 1 hour minimum of Rush Design Time at \$120.00 per hour.

## ACCEPTABLE FILE FORMATS

VECTOR format is preferred as it can be resized without losing image quality. Preferred files are Adobe Photoshop (.psd), Adobe Illustrator (.ai), Postscript Files (.eps), High Resolution Adobe PDF (.pdf), and High Resolution TIFF (.tif).

JPEG, GIF, and PNG Picture Files are acceptable, but should be scaled to final output size at a minimum of 150dpi. Lower resolutions will result in reduced image quality.

## HOW TO SEND YOUR ARTWORK

Email all artwork to [lee.martin@event1inc.net](mailto:lee.martin@event1inc.net) and indicate Exhibitor Name, Show Name, and dimensions of banner or sign.

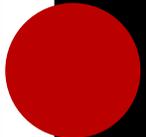
If your file is too large to email you can upload it on our Event 1 home page ([www.Event1inc.net](http://www.Event1inc.net)). Click on the link at the bottom right labeled "Upload Files" and follow the directions. Place attention to Lee Martin and indicate Exhibitor Name, Show Name, and dimensions of banner or sign.

## CUSTOM DESIGNED ARTWORK

If you have a logo or theme, but need a "look" or "brand" for your show we can create that for you. Just share your ideas, any artwork you already have, and the message you wish to communicate and we can give you some great options for your show.

Please indicate any special instructions or layout preferences in the box below.

**HAVE ANY MORE QUESTIONS ABOUT BANNERS AND SIGNS? NEED HELP UPLOADING FILES?  
NEED ADVICE ON HOW TO MAKE THE "LOOK" OF YOUR SHOW ENGAGING TO YOUR TARGET?**  
Contact Event 1 and Let Us Help... 918.245.8006 | [lee.martin@event1inc.net](mailto:lee.martin@event1inc.net)





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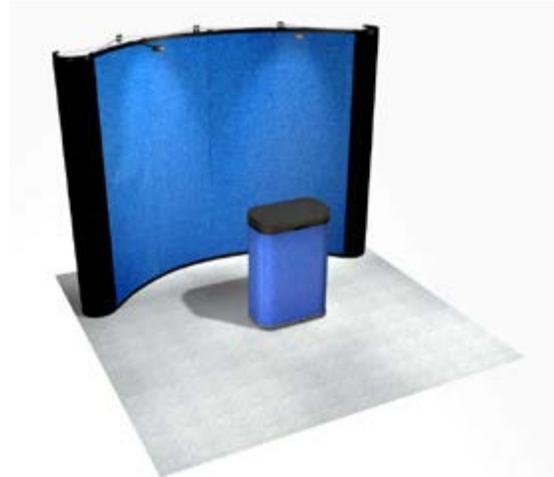
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# EXHIBIT DISPLAYS FOR RENT

60" x 60" Table Top Display



10' Fabric Pop Up Display  
w/ Counter



10' x 10' Truss System  
(other sizes & styles available)

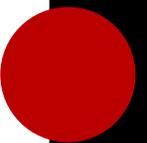


8' Fabric Panel Display w/  
Alcove Counter & Optional  
Backlit Header

20' Fabric Pop Up Display w/ Counters



Other styles available.  
Payment information on following page.





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# EXHIBIT DISPLAYS FOR RENT

PAYMENT INFORMATION

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

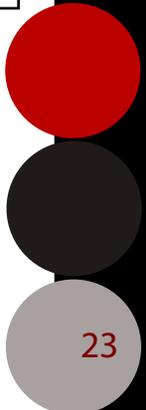
ITEM DESCRIPTION		RATE	QUANTITY	TOTAL
<b>60" x 60" Table Top Display</b> <u>Black</u> Fabric Panels 		<b>\$250.00</b>		
<b>10' Fabric Pop Up Display w/ Counter</b> <u>Black</u> Fabric Panels 		<b>\$450.00</b>		
<b>10' x 10' Truss System</b> (Other sizes and styles available) 		<b>\$375.00</b>		
<b>8' Fabric Panel Display w/Alcove Counter &amp; Optional Backlit Header</b> <u>Blue</u> Fabric 		<b>\$600.00</b> w/ Backlit Counter + \$75		
<b>20' Fabric Pop Up Display w/ Counters</b> <u>Black</u> Fabric Panels 		<b>\$750.00</b>		

Discount Deadline: July 6, 2016 @ 5:00pm (CST)

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	
Sales Tax (8.375%)	
Fuel Surcharge (4% of Sub-Total)	
<b>TOTAL DUE</b>	





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**WE HAVE WHAT YOU NEED**

# MAKE THE MOST OF YOUR EXHIBIT SPACE!

Event 1 has all the items that can make your company

**\* STAND OUT \***

from the crowd at this year's show!

Check out our new **ONLINE STORE** of with over **1,000** exhibit display products!



Retractable Banner Stands | Table Throws

Ceiling Hanging Signs | Literature Racks

Table Top Displays | Pop Up Displays

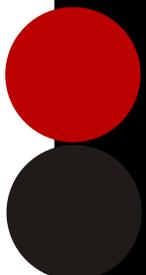
Feather & Teardrop Flags | Light Boxes

Modular Displays | Panel Displays

Showcases | Display Accessories

Outdoor Signs | iPad Display Stands

and much, MUCH more...





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# PAYMENT TERMS & POLICIES

SHOW NAME	EngageOK 2016	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

Products / Services Ordered	Prices
Authorized Representative Signature	Sub Total: \$
	Taxes (8.375%): \$
	Sur Charges: \$
	<b>TOTAL: \$</b>

## PAYMENT TERMS & POLICIES

All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Orders received in full (including applicable sales taxes) before or on the discount deadline date will receive the discount price rate. Event 1 Productions will accept Personal and Company Checks, VISA, MasterCard and American Express. If ordering with a Purchase Order (PO#), please call Event 1 Productions to arrange payment schedule. If Event 1 Productions receives a Purchase Order without directly communicating with the exhibitor/company, the discount price will not apply.

All orders received after the discount deadline date and time (CST) will receive standard pricing. All payments are due in advance.

Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth.

All orders received on show site will be priced at the standard rates. All on-site orders must make payment at the time of the order and before the service is rendered.

At the close of the show, all exhibitor orders must be paid in full. All unpaid balances at the end of the show will be charged a \$75.00 re-processing fee.

All credit cards that are denied will have an additional \$75.00 re-processing fee (\$150.00 if not handled before the close of the show, and if the order was placed on show site).

METHOD OF PAYMENT		
<input type="checkbox"/> Company Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Other: _____
Authorized Representative Signature	Print Name Please	Date

CREDIT CARD AUTHORIZATION / COMPANY INFORMATION	
Type of Card: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	Total Amount Charged \$ _____
Card Number	Expiration Date
Card Member Name (Please Print)	Signature
Card Member Address	
City, State, ZIP Code	Telephone Number
Send Receipt To:	At: (____ email, ____ fax #, ____ address)

**Thank you for your business.**  
**Please let us know if there is anything more we can do**  
**to make your event a success.**  
**We look forward to working with you again!**

The Event 1 Team

Sub-Total	
Sales Tax (8.375%)	
Surcharges	
<b>TOTAL DUE</b>	

**Please fax or send your order and payment pages to:**  
**918-245-8007 OR mail@event1inc.net**

