PTREXPOSERVE

Full Service Trade Show Contractor

Date _____

Event _____
Facility _____
City/State _____
Dates _____

PLEASE READ THIS INFORMATION CAREFULLY

Dear Exhibitor:

PTR Expo Serve would like to be one of the first to welcome you to this show.
As the official service contractor for the event, we will do our part to make your experience a successful one.
Listed below is information you may need and where to find it in this kit.

Page 1 - Ordering Instructions and Basic Show Information
Page 2 - Payment Summary Form
Page 3 - Furnishings Rental Order Form
Page 4 - Carpet Rental Order Form
Page 5 - Exhibit Rental Order Form
Page 6 - Shipping Information, Handling Rates and Deadlines
Page 7 - PTR Shipping and Handling Policies
Page 8 - Custom Sign Order Form and Hanging Labor Form
Page 9 - Fun & Games Order Form
Page 10- Floral Form
Page 11 - Display Install/Dismantle Labor and Forklift Service

Enclosure: All facility utility forms

Mail or fax all necessary and completed forms to the address below along with complete payment.

PTR Expo Serve
7250 N. Keystone Avenue
Indianapolis, IN 46240
(317) 536-2023 Fax
(317) 844-5178

PTR Expo Serve can provide you with any signage needs you may have!
Check out page 8!

Need a display for your booth? PTR Expo Serve has it all!
Look at page 5 for details!

You can also order directly from our website!
Print form and fax to (317) 536-2023
*** ***www.ptrexposerve.com*** ***

SHOW INFORMATION AND ORDERING INSTRUCTIONS

Show Information

Exhibitor Move-in: _____

Exhibitor Move-out: _____

Inclusive Booth Package: (These items have been supplied by show management.)

8' back drape Purple and Teal
3' side rail drape Purple and Teal
(1) 7" x 44" identification sign
(1) 8' skirted table
(2) folding chairs
(1) Wastebasket

Aisle Carpet Color: n/a

Shipping Dates:

Advanced: No **later** than: _____
Direct to site: No **earlier** than: _____
For specific shipping addresses: refer to page 6.

Deadline for advanced orders: _____

Show Management Contact Information: _____
_____

Ordering Instructions

1. Please make sure your company's name and booth number(s) are on EACH completed for and return to PTR Expo Serve along with payment.

2. Payment must be received in our office prior to advanced deadline noted above. **Any orders received after the deadline will be filled to the best of our ability and charged full floor order price. We cannot guarantee to have every color or every item for orders placed after the deadline.**

3. Exhibitor must advise PTR Expo Serve of any services or products not delivered on site prior to end of show.
NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.

4. Please include overtime charges when calculating labor and/or freight handling charges if either set-up or tear-down occurs on overtime overtime and you have used either of these services. Overtime includes the hours of 4:30 PM to 8AM weekdays, all day Saturday and Sunday and all Holidays.

5. All materials ordered in advance will be in your booth prior to your arrival.

6. Discount prices apply to orders received in our office prior to deadline date noted on each form along with pages 1 and 2.
Faxed orders without credit card information are considered void until such information is received.

*********IMPORTANT********
Payment Summary Form (Page 2) must accompany all orders including Freight Handling.
*********IMPORTANT********

For questions or specific information please call (317) 844-5178.
We look forward to serving your trade show needs.

Regards,
PTR Expo Serve

PAYMENT SUMMARY FORM

Event: _____
Show Date(s): _____
DEADLINE for advanced discounted orders: _____
INSTRUCTIONS:

1.) Please total amounts from each order form and insert on the corresponding line(s) below.
2.) Calculate SUBTOTAL and insert on line marked SUBTOTAL.
3.) Calculate 7% sales tax and insert on line below subtotal.
4.) Add SUBTOTAL and TAX to get total.
5.) All orders must be received in our office with payment by deadline noted above in order to qualify for advance discount or floor order prices will be charged.

FURNISHINGS RENTAL		$_____
CARPET ORDER		$_____
EXHIBIT RENTAL		$_____
CUSTOM LABOR/FORKLIFT SERVICE (tax exempt)		$_____
FREIGHT HANDLING (tax exempt)		$_____
CUSTOM SIGN/SIGN HANGING LABOR		$_____
FUN & GAMES ORDER FORM		$_____
FLORAL AND LANDSCAPE ORDER FORM		$_____
SUBTOTAL		$_____
SALES TAX	7%	$_____
TOTAL		$_____

Enclosed is our check in the amount of_____ Date_____ Check #_____

Charge my credit card: Visa ❑ MasterCard ❑ American Express ❑

Card # _____ Expires: _____

Secuirity Code # _____(3 digit code on back - Amex 4 digit on front)

Card Holder's Name: _____
(Print)

Signature of Card Holder: _____

Company Exhibiting: _____

Address: _____

City: _____ State_____ Zip _____

Telephone : _____ Fax:_____ Booth:_____

Should we have questions regarding the information provided, please list person's name at company we should contact:

_____

By providing PTR Expo Serve with credit card information,
please understand that PTR Expo Serve is authorized
to charge additional floor orders on show site to the credit card we have on file. *

PLEASE RETAIN THIS COPY FOR YOUR RECORDS. NO RECEIPT WILL BE SENT.

PTR Expo Serve ♦ FAX (317) 536.2023
7250 N. Keystone Avenue, Indianapolis, IN 46240

FOR ACCOUNTING USE ONLY	
CC Authorization # _____	
Date Paid: _____	

Submit

FURNISHINGS RENTAL ORDER FROM

Event: _____

Show Date(s): _____

Deadline for advanced discount orders: _____

QTY.	DESCRIPTION	UNIT PRICE ADVANCE	UNIT PRICE FLOOR	SUBTOTAL
SKIRTED DISPLAY TABLES	skirted three sides with white vinyl top			
	4' x 2' x 30" tall	$25.00	$45.00	
	6' x 2' x 30" tall	$25.00	$45.00	
	8' x 2' x 30" tall	$25.00	$45.00	
	3' x 30" Round	$25.00	$55.00	
	5' x 30" Round	$35.00	$55.00	
	2' x 30" Cocktail	$25.00	$55.00	
SKIRTED COUNTER HIGH TABLES				
	4' x 2' x 40" tall	$30.00	$50.00	
	6' x 2' x 40" tall	$30.00	$50.00	
	8' x 2' x 40" tall	$30.00	$50.00	
	3' x 40" Round	$30.00	$50.00	
	5' x 40" Round	$40.00	$60.00	
	2' x 40" Cocktail	$30.00	$50.00	
EXTRA SKIRTING				
	Skirt for your table	$15.00	$25.00	
	Skirt 4th side	$5.00	$30.00	
SKIRT COLOR CHOICES (PLEASE SELECT ONE)				
	Blue ❑ Black ❑ Silver ❑ Red ❑ White ❑			
	Burgandy ❑ Teal ❑ Yellow/Gold ❑ Dark Green ❑			
MISCELLANEOUS ITEMS AND HARDWARE	Use color choices above for drape. Drape is priced per lineal foot			
ft.	8' tall booth drape	$2.50	$4.50	
ft.	3' tall booth drape	$1.50	$3.00	
	3' uprights with base	$2.00/set	$5.00/set	
	8' uprights with base	$2.00/set	$5.00/set	
	Horizontal Bar	$3.00	$4.00	
	12'-16' up w/base	$20.00/set	$30.00/set	
	4' x 8' Pegboard Horiz.____ Vert.____	$75.00	$125.00	
	4' x 8' Tackboard Horiz.____ Vert.____	$75.00	$125.00	
	4' x 8' Velcro Board Horiz.____ Vert.____	$75.00	$125.00	
	4' Table Risers skirted	$10.00	$35.00	
	6' Table Risers skirted	$15.00	$45.00	
	8' Table Risers skirted	$20.00	$55.00	
			TOTAL Col 1	$

QTY.	DESCRIPTION	UNIT PRICE ADVANCE	UNIT PRICE FLOOR	SUBTOTAL
UNSKIRTED DISPLAY TABLES	no skirting-white vinyl top only			
	4' x 2' x 30" tall	$22.00	$26.00	
	6' x 2' x 30" tall	$25.50	$29.50	
	8' x 2' x 30" tall	$29.50	$34.50	
	3' x 30" Round	$22.00	$34.00	
	5' x 30" Round	$25.50	$34.00	
	2' x 30" Cocktail	$22.00	$34.00	
UNSKIRTED COUNTER HIGH TABLES				
	4' x 2' x 40" tall	$25.00	$35.00	
	6' x 2' x 40" tall	$25.00	$35.00	
	8' x 2' x 40" tall	$25.00	$35.00	
	3' x 40" Round	$25.00	$40.00	
	5' x 40" Round	$30.00	$40.00	
	2' x 40" Cocktail	$25.00	$40.00	
BOOTH FURNISHINGS				
	Folding Chair	$3.00	$6.50	
	Side Chair	$10.00	$20.00	
	Arm Chair	$15.00	$25.00	
	Bar Stool with back	$20.00	$30.00	
	Short Dir. Chair	$20.00	$30.00	
	Easel	$10.00	$20.00	
	Wastebasket	$3.00	$5.00	
	Coat Tree	$18.00	$30.00	
	Garment Rack	$20.00	$40.00	
	Jewelry Case	$300.00	$400.00	
BOOTH ENHANCEMENT ACCESSORIES				
	Umbrella Table	$40.00	$ 110.00	
	Park Bench	$25.00	$ 65.00	
	Chrome Stanchion	$25.00	$ 45.00	
	Plastic Stanchion	$10.00	$ 35.00	
ft.	Plastic Chain	$1.00/ft.	$3.00/ft.	
ft.	Velvet Rope	$5.50/ft.	$8.00/ft.	
	Granite Cocktail	$50.00	$ 110.00	
	Ice Cream table w/ 3 chairs	$50.00	$ 190.00	
	9x10 Canopy white	$100.00	$ 375.00	
	Literature Rack	$25.00	$ 65.00	
	Bag Holder	$25.00	$ 65.00	
			TOTAL Col 2	$

TOTAL Furnishings	$

Payment must be included with all orders whether via fax, mail or at show-site. We **DO NOT** take phone orders.

ADVANCE DISCOUNT PRICES APPLY TO ORDERS RECEIVED IN OUR OFFICE PRIOR TO THE DEADLINE DATE NOTED AT THE TOP OF THIS PAGE. ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED AT FLOOR PRICES. NO EXCEPTIONS.

Items ordered and delivered to booth but subsequently cancelled will be invoiced at 50% of the above rate to cover labor.

EXHIBITOR_____ BOOTH # _____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

PTR Expo Serve ♦ FAX (317) 536-2023
7250 N. Keystone Avenue, Indianapolis, IN 46240

CARPET ORDER FORM

Event: _____

Show Date(s): _____

Deadline for advance discount orders: _____

STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. This carpet is not designed to cover the entire area of your booth. You will have a 1' gap at the back. If you would prefer to have your entire space carpeted, please refer to section directly below.

Standard Sizes-Please Make Selections

Size	Quantity		Advance Price		Floor Price		Total
9 x 10			$60.00		$90.00		
9 x 20			$100.00		$130.00		
9 x 30			$150.00		$180.00		

COMPLETE EXHIBIT AREA CARPET

Complete exhibit area carpet price includes laying, trimming, seaming, waste, edge taping, rental and removal of carpet cut specifically to your measurements and/or needs.

Complete area size_____ft. X _____ft. = _____ total sq.ft. | Total

	Advance Price		Floor Price		
Multiply total square feet times price to get total.	$1.50/sq.ft.		$1.90/sq.ft.		

COLORS-PLEASE SELECT ONE

BLUE ❑ RED ❑ GREY ❑ DK. GREEN ❑

GOLD ❑ TEAL ❑ BLACK ❑ BURGUNDY ❑

GREEN ASTRO-TURF INDOOR/OUTDOOR USE

Complete area size_____ft. x _____ft. = _____total sq. ft. | Total

	Advance Price		
Multiply total square feet times price to get total.	$1.50 sq.ft		

PADDING AND PROTECTIVE COVERING

	Total
Carpet Padding _____ft. x _____ft. =_____sq.ft @ $0.70 per square foot advance price	
Plastic covering _____ft x _____ft. = _____sq.ft @ $0.35 per square foot advance price	

DAILY CARPET SWEEPING

	Total
Daily Sweeping _____ft. x _____ft. = _____sq.ft @ $0.15 per sq. ft x____days	

Total Carpet Order

ALL CARPET MUST BE RETURNED TO PTR EXPO SERVE IN SAME CONDITION AS ISSUED. EXHIBITOR WILL BE CHARGED FULL ADDITIONAL FLOOR PRICE FOR ANY SOILED, STAINED OR DAMAGED CARPET THAT REQUIRES REPLACEMENT OR STEAM CLEANING.

COLOR CHOICES NOT PROVIDED BY EXHIBITOR WILL BE SELECTED TO COORDINATE WITH SHOW COLORS

EXHIBITOR_____ BOOTH #_____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

PTR Expo Serve ♦ FAX (317) 536-2023
7250 N. Keystone Avenue, Indianapolis, IN 46240

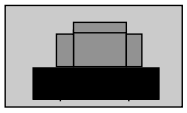
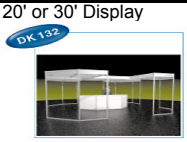
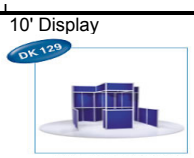
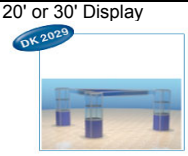
EXHIBIT RENTAL ORDER FORM

Event: _____
Show Date(s): _____

Deadline for AGAM orders: _____
Deadline for Advanced Orders: 1 week prior to regular orders

Select Exhibit - Place Quantity In Box

Each package includes white or black hardwall. Additional colors and designs area available at an extra cost. Please contact PTR Expo Serve office for additional information. Orders will not be accepted on show site.

QTY.	Advance Rate / Standard Rate		QTY.	Advance Rate / Standard Rate	
	$400.00 / $550.00 Includes company name on header. Select hardwall color. Black ❑ White ❑	Table Top Display 		$2,200.00 / $3,450.00 Select hardwall color. Black ❑ White ❑	10' Office
	$900.00 / $1,100.00 Includes company name on header. Select hardwall color. Black ❑ White ❑	10' Display 		$4,000.00 / $5,200.00 Includes company name on header. Select hardwall color. Black ❑ White ❑	20' Display
	$1,150.00 / $1,400.00 Includes company name on header. Select hardwall color. Black ❑ White ❑	10' Display 		$4,000.00 / $5,200.00 Includes company name on header. Select hardwall color. Black ❑ White ❑	30' Display
	$1,150.00 / $1,400.00 Includes company name on header. Select hardwall color. Black ❑ White ❑	10' Display 		$4,200.00 / $5,500.00 Includes company name on header. Select hardwall color. Black ❑ White ❑	20' or 30' Display 
	$1,150.00 / $1,400.00 Includes company name on header. Select hardwall color. Black ❑ White ❑	10' Display 		$4,500.00 / $5,900.00 Select hardwall color. Black ❑ White ❑	20' or 30' Display 
	$1,350.00 / $1,600.00 Includes company name on header. Select hardwall color. Black ❑ White ❑	10 x 10 Display 		$6,500.00 / $7,800.00 Select hardwall color. Black ❑ White ❑	20' or 30' Display
	TOTAL	$		**TOTAL**	$

Total Exibit Rental _____

Payment must be included with all orders whether via fax, mail or at show-site. We **DO NOT** take phone orders.

ADVANCE DISCOUNT PRICES APPLY TO ORDERS RECEIVED IN OUR OFFICE PRIOR TO THE DEADLINE DATE NOTED AT THE TOP OF THIS PAGE. ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED AT STANDARD RATE PRICES. NO EXCEPTIONS.

Items ordered and delivered to booth but subsequently cancelled will not be issued a refund.

EXHIBITOR_____ BOOTH # _____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

PTR Expo Serve ♦ FAX (317) 536-2023
7250 N. Keystone Avenue, Indianapolis, IN 46240

DISPLAY INSTALL/DISMANTLE LABOR AND FORKLIFT SERVICE

Event: _____
Show Date(s): _____

Listed below are two installation and dismantle plans available to exhibitors for their custom display.

Please indicate either Plan A or Plan B when making your choice.

PLAN A- Complete custom installation and dismantle service under the supervision of our Floor Supervisor. Basic labor rate is $38 per man per hour. Overtime rate is $70. A 30% Custom Fee will be applied to both the set-up and dismantle of the exhibit. ($25.00 minimum custom fee). Our installation crew will proceed with installation at the earliest possible time unless specified below. All efforts will be made to complete work during straight time but is not guaranteed. **BLUEPRINTS, INSTRUCTIONS, AND A CONTACT PHONE NUMBER MUST BE MADE AVAILABLE. (CONTACT SHOULD BE AVAILABLE DURING SET-UP.)**

PLAN B- Exhibitor Supervised Service -Basic labor rate is $38 per man per hour. Overtime rate is $70. Labor will be dispatched in accordance with your requested schedule. Under this plan it is the exhibitors responsibility to call for labor at our service desk at the show.
It is your responsibility to check-in at our Service Desk to dispatch labor to your booth.
Charges for labor will begin at the time indicated below unless 48 hour notice is given.

FORKLIFT OPERATOR- **A standard 5000lb capacity forklift with operator is available to exhibitors to assist in** loading, unloading and/or moving product to and from the exhibitors booth from a personal vehicle. Common Carrier freight will automatically be handled provided the Freight Handling Form (Page 6) has been filled out.

LABOR RATES (including appropriate custom fees)

Display Labor- (One Hour Minimum)	Plan A Straight Time: $49.40 per man per hour Plan A Overtime: $91.00 per man per hour
	Plan B Straight Time: $38.00 per man per hour Plan B Overtime: $70.00 per man per hour
Forklift Operator- (1/2 Hour Minimum)	Straight Time: $50.00 per 1/2 hour Overtime: $100.00 per 1/2 hour
	Banding: $1.00 per foot $25 minimum Shrink Wrap: $25 per skid

Straight time is between the hours of 8:00AM and 4:30PM Monday through Friday. All other hours and days including Holidays are Overtime.

PLEASE FILL OUT SECTION BELOW TO SCHEDULE LABOR

	Plan Choice	# of laborers	Date	Day	Start Time	Est.Hours	Rate	Total
Set-up	Plan B Straig							
Dismantle	Plan B Straig							
Forklift								

Total Labor and Forklift _____

Orders placed at show site will be processed AFTER pre-arranged services are completed. Orders placed at show site are subject to a 20% additional surcharge with no guaranteed start times available. Billing will be based on actual time with above requested times serving as minimums.

Exhibitor_____ Booth #_____

Contact Telephone Number_____

Authorized Signature _____

PTR Expo Serve's liability is limited to the physical loss or damage to that specific article and in any event, PTR Expo Serve's maximum liability shall be limited to $0.10 per pound, per article, with a $50.00 maximum per item and a $1000.00 per shipment. PTR Expo Serve 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 exhibitor's materials which may make it impossible or impractical for exhibit use.

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

PTR Expo Serve ♦ FAX (317) 536-2023
7250 N. Keystone Avenue, Indianapolis, IN 46240

SHIPPING AND HANDLING REGULATIONS

1. All weights are based on inbound shipments' bill of lading. If no weights are provided, PTR' estimates will prevail.

2. Freight Handling rates include freight received via common carrier, placement of freight and/or materials in booth, removal and return of MARKED empty containers.

3. All outbound freight will be charged at same rate as inbound freight.

4. Collect shipments will not be accepted.

5. PTR does not collect or quote rates for ground or air shipping charges nor do our handling rates include such.

6.ELITeXPO is the official carrier for PTR Expo Serve. If you prefer another carrier, please make your own arrangements and PTR Expo Serve will load them accordingly at the close of show.

7. Any shipments left on the floor at our time of departure will be forced via ELITeXPO, NO EXCEPTIONS.

8. Handling rates DO NOT include uncrating, unskidding, dismantling, special trips, or handling which require special treatment due to unusual weight or size.

9. FREIGHT HANDLING ORDER FORM MUST BE FILLED OUT AND SENT TO OUR OFFICE IF SHIPPING FREIGHT EITHER TO SHOW SITE OR TO WAREHOUSE.

10. Freight received prior to 30 days before show date will be charged an OVERTIME rate automatically.

11. DO NOT ship to show site prior to date listed on page 6. Freight arriving prior to this date will be refused.

12. PTR does not handle Customs Shipments.

13. PTR is not reponsible for concealed damage, loose materials, unskidded freight and uncrated freight.

14. PTR is not responsible for damage or loss from any cause after delivery to booth.

15. Exhibitors are urged to carry all-risk floater insurance to protect against damage and/or loss.

16. PTR' liability is limited to the physical loss or damage to that specific article and in any event, PTR' maximum liability shall be limited to $0.10 per pound, per article, with a $50.00 maximum per item and a $1000.00 per shipment. PTR 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 exhibitor's materials which may make it impossible or impractical for exhibit use.

17. If your freight is not picked-up prior to PTR leaving the facility floor after tear-down, all freight will be forced ELITeXPO. Information about your shipment can be directed toELITeXPO by dialing (800) 543-5484.

PTR Expo Serve ♦ FAX (317) 536-2023
7250 N. Keystone Avenue, Indianapolis, IN 46240

SHIPPING INSTRUCTIONS AND ORDER FOR FREIGHT HANDLING

Event: _____
Show Date(s): _____

*********IMPORTANT*********

PTR EXPO SERVE IS THE OFFICIAL AND EXCLUSIVE FREIGHT HANDLING CONTRACTOR FOR THIS EVENT. FREIGHT HANDLING CHARGES WILL APPLY TO ANY SHIPMENTS ARRIVING TO THE FACILITY OR ADVANCE WAREHOUSE VIA COMMON CARRIER. YOU ARE FREE TO HANDLE YOUR OWN FREIGHT WITHOUT CHARGE VIA YOUR OWN PERSONAL OR COMPANY VEHICLE.

YOU MUST RETURN THIS FORM IF SENDING FREIGHT EITHER TO THE SHOW OR THE WAREHOUSE. FREIGHT ARRIVING WITHOUT THIS FORM PROPERLY FILLED OUT AND SENT TO PTR EXPO SERVE WILL NOT BE RELEASED TO EXHIBITOR UNTIL FORM IS SUBMITTED.

PLEASE BE SURE SHIPPING LABEL READS AS BELOW

ADVANCE SHIPPING ADDRESS ⇨	TO: (EXHIBITOR/BOOTH NUMBER) FOR: _____ C/O PTR EXPO SERVE 7250 N. Keystone Ave Indianapolis, IN 46240 Attn: Nancy Angel		TO: (EXHIBITOR/BOOTH NUMBER) FOR: _____ C/O PTR EXPO SERVE MASTER MASTER MASTER	**DIRECT TO SHOW SITE SHIPPING ADDRESS** ⇦
FREIGHT TO ARRIVE NO **LATER** THAN:			FREIGHT TO ARRIVE NO **SOONER** THAN:	

THE FOLLOWING INFORMATION IS MANDATORY FOR ALL COMMON CARRIER FREIGHT.

CARRIER_____ TRACKING NUMBER(S) _____

OF SHIPMENTS_____ TOTAL # OF PIECES_____ DATE SHIPPED _____

TOTAL WEIGHT OF ALL PIECES _____

NAME OF EXHIBITING COMPANY _____

ADDRESS OF EXHIBITING COMPANY _____

CITY _____ STATE _____ ZIP CODE _____

PHONE # _____ REPRESENTATIVE _____

CREDIT CARD # _____ EXPIRATION DATE _____

AUTHORIZED SIGNATURE_____ DATE_____ BOOTH #_____

INSTRUCTIONS FOR CALCULATING FREIGHT HANDLING CHARGES

1. FREIGHT HANDLING RATES ARE CHARGED PER HUNDRED WEIGHT. 1CWT = 100 lbs (i.e. 365 lbs. = 4CWT rounded up)
2. **THERE IS A 200 POUND MINIMUM PER SHIPMENT.**
3. OVERTIME RATES APPLY TO HANDLING BETWEEN 4:30PM-8AM M-F, WEEKENDS AND HOLIDAYS.
4. INBOUND/OUTBOUND RATES ARE AS FOLLOWS: ADVANCED- $58/CWT ($70/CWT O.T.) DIRECT-$54/CWT ($65/CWT O.T.)
6. PTR EXPO SERVE CHARGES A FLAT RATE OF $35 FOR SMALL PACKAGES (not exceeding 35 lbs)

TOTAL WEIGHT	RATE (STRAIGHT OR O.T.)	TOTAL AMOUNT DUE

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

PTR Expo Serve ♦ FAX (317) 536.2023
7250 N. Keystone Avenue, Indianapolis, IN 46240

CUSTOM SIGN/SIGN HANGING ORDER FORM

Event: _____
Show Date(s): _____

Deadline for advanced order: _____

Please note: One 7" x 44" identification sign is included in your booth . Show Management will provide PTR Expo Serve with specific verbiage for your included sign.

There is a $50 minimum on any sign order
Banner (grommetted) can be hung on back drape or placed in front of your exhibitor table 3' x 5'
Easel Sign (comes with easel stand) can be placed along side your table 22" x 28" Full color on corrugated plastic

SIGN TYPE	REGULAR PRICE	LATE PRICE*
4' x 6' Color Banner	$144.00	$160.00
22" x 28" Easel Sign	$55.60	$62.00

Signs or banners not listed on this page will be quoted on an individual basis. Please call for quote! 317.844.5178
PTR GraphX is able to produce all of your sign needs! Let us be your one-stop-shop!

WIDTH_____
HEIGHT _____
OF SIGNS_____
INK COLOR(S):_____
CARD COLOR:_____

SPECIAL INSTRUCTIONS:

PLEASE TYPE OR PRINT YOUR COPY TO INSURE ACCURACY.

SIGNS _____
BANNERS _____
OTHER _____

Total Custom Signs _____

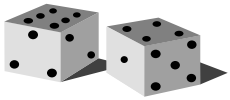
EXHIBITOR_____ BOOTH #_____

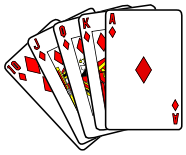
BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

PTR Expo Serve ♦ FAX (317) 587-0797
7250 N. Keystone Avenue, Indianapolis, IN 46240

_____

FUN AND GAMES ORDER FORM





Event: _____

Show Date(s): _____

Deadline for advanced discount orders: _____

QTY.	DESCRIPTION	UNIT PRICE ADVANCE	UNIT PRICE FLOOR	SUBTOTAL
	CARNIVAL GAMES			
	Bowling	$50.00	$75.00	
	Ball in the Basket	$50.00	$75.00	
	Clown Mouth Toss	$50.00	$75.00	
	Clown Toss	$50.00	$75.00	
	Crazy Ball	$50.00	$75.00	
	Duck Pond	$50.00	$75.00	
	Milk Can Toss	$50.00	$75.00	
	Sidewinder	$50.00	$75.00	
	Spin Art	$50.00	$75.00	
	Tic Tac Toe	$50.00	$75.00	
	Ring Toss	$50.00	$75.00	
	Wacky Wire	$50.00	$75.00	
	Baby Hi-Striker	$85.00	$110.00	
	Bronco Horse	$85.00	$110.00	
	Golf	$85.00	$110.00	
	Color Toss	$105.00	$130.00	
	Crossbow Shoot	$105.00	$130.00	
	Frog Leap	$105.00	$130.00	
	Chicken in a Pot	$105.00	$130.00	
	Hoop Toss	$105.00	$130.00	
	Pop Gun	$105.00	$130.00	
	Safari Hunt	$105.00	$130.00	
	Spin Ball	$105.00	$130.00	
	Golf Driving Range	$500.00	$550.00	
	Tip the Punk	$105.00	$130.00	
	Cash Cube	$325.00	$350.00	
	9 Hole Golf Course	$250.00	$275.00	
	All Star Hoops	$400.00	$450.00	
			TOTAL	$

QTY.	DESCRIPTION	UNIT PRICE ADVANCE	UNIT PRICE FLOOR	SUBTOTAL
	CASINO GAMES			
	Bingo - Large	$23.00	$30.00	
	Bingo - Small	$15.00	$23.00	
	Bingo Card (hard)	$5.99	$8.00	
	Blackjack :			
	Felt Layout	$13.00	$20.00	
	Adjustable Table	$45.00	$61.00	
	Blackjack Layout	$45.00	$61.00	
	Chuck A Luck	$35.00	$42.00	
	Craps Table	$65.00	$75.00	
	Dealer Shoe	$7.00	$13.00	
	Poker Chips (asst)	$3.99	$7.00	
	Poker Chip Tray	$3.00	$6.00	
	Poker Table	$75.00	$87.00	
	Roulette Wheel	$45.00	$61.00	
	Wheel (dice)	$60.00	$72.00	
	Wheel (fruit)	$60.00	$72.00	
	Wheel (horse race)	$60.00	$72.00	
	Wheel (money)	$60.00	$72.00	

	CONCESSION EQUIPMENT			
		Advance	Floor	
*	Hot Dog Machine	$47.00	$62.00	
*	Cotton Candy Machine	$47.00	$62.00	
*	Cotton Candy Dome	$15.00	$23.00	
*	Popcorn Machine - on cart	$100.00	$120.00	
*	Popcorn Machine - table top	$47.00	$62.00	
*	Snow Cone Machine	$47.00	$62.00	
		TOTAL		$

Total Fun and Games _____

We do not provide food supplies

*** You must contact facility and show management to obtain approval on these specific items**

CALL TODAY TO FIND OUT MORE DETAILS
AT (317) 844-5178

WE ALSO HAVE THEME PROPS, DÉCOR AND CUTOUTS
JUST TO NAME A FEW . . .

*****All rentals of Fun and Games are pending show specific rules*****

All games, décor, and props are subject to availability. All items must be ordered in advance.
No floor orders can be taken. Games cannot be used in wet weather or high winds.
All products must be returned in the condition they were provided
to avoid additional cleaning/replacement charges! No exceptions!

Payment must be included with all orders whether via fax or mail. We **DO NOT** take phone orders.

Items ordered and delivered to booth but subsequently cancelled will **not be refunded.**

EXHIBITOR_____ BOOTH # _____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

PTR Expo Serve ♦ FAX (317) 536-2023
7250 N. Keystone Avenue, Indianapolis, IN 46240

FLORAL AND LANDSCAPE

(rental only)

Event _____

Show Date(s): _____

DEADLINE FOR RETURN OF ADVANCE DISCOUNT ORDERS: _____

Live Green Plants

QUANTITY	ITEM	ADVANCE	FLOOR	TOTAL
	Table Size Plant	$35.00 each	$52.50	
	Boston Fern	$45.00 each	$67.50	
	Floor Plant 2'-3'	$50.00 each	$75.00	
	Floor Plant 3'-4'	$55.00 each	$82.50	
	Floor Plant 4'-5'	$75.00 each	$112.50	
	Floor Plant 6'-7' (as available)	$95.00 each	$142.50	
	Indoor Tree 7'-9' tall (as available)	$125.00 each	$187.50	
	Planter Box 3'-4' long (plants extra)	$80.00 each	$120.00	
	Subtotal for live plants			

Seasonal Flowering Plants & Colorful Fresh Cut Flowers

QUANTITY	ITEM	ADVANCE	FLOOR	TOTAL
	Blooming Plants	$45.00 each	$67.50	
	Carnation Boutonnieres	$25.00 each	$32.50	
	Rose Boutonnieres	$30.00 each	$45.00	
	Assorted Corsages	$45.00 each	$67.50	
	Small Vase Arrangements	$65.00 each	$97.50	
	Fresh Cut Flower Arrangements	$80.00 each	$120.00	
	Large Tropical Flower Arrangements	$110.00 each	$165.00	
	Subtotal for seasonal			
QUANTITY	**ITEM**	**ADVANCE**	**FLOOR**	**TOTAL**
	White Picket Fence (8' sections)	$15.00 each	$20.00 each	
	White Lattice Panels (8' tall, 4' wide)	$19.50 each	$25.00 each	
	White Lattice Arches	$ 35.00	$50.00 each	
	White Gazebo	$ 75.00	$100.00 each	
	Brick Wall Sections (4'x4'x2')	$20.00 each	$30.00 each	
	Wood Split Rail Fence (8' sections)	$5.00/ft	$7.50/ft	
	6' Roman Columns	$ 25.00	$50.00 each	
	24" Roman Columns	$ 7.50	$15.00 each	
	Subtotal			

Total Floral and Landscape _____

*Transfer total from both columns to Payment Summary Form

Note:-Payment and order must be received no later than advanced date
-Remit payment with order.
-Customer is responsible for loss or damage plants or equipment.
-No refunds or credits will be issued after close of show. Please contact PTR Expo Serve office prior to show.

Exhibitor:_____ Booth Number_____

Contact:_____ Phone Number_____

PTR Expo Serve ♦ FAX (317) 536-2023
7250 N. Keystone Avenue, Indianapolis, IN 46240

ADVANCE WAREHOUSE

EXHIBIT MATERIAL
DO NOT DELAY!

TO: _____
(Exhibitor Name)

C/O PTR EXPO SERVE
7250 N. Keystone Ave
Indianapolis, IN 46240
Attn: Nancy Angel

Must arrive by: _____

Show Name: _____
Booth No. _____ No. _____ of _____ pcs.
Carrier _____

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Indianapolis, IN 46240
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Booth No. _____ No. _____ of _____ pcs.
Carrier _____

DIRECT TO EVENT SITE

EXHIBIT MATERIAL
DO NOT DELAY!

TO: _____
(Exhibitor Name)

C/O PTR EXPO SERVE
MASTER
MASTER
MASTER

Must arrive no earlier: _____

Show Name: _____
Booth No. _____ No. _____ of _____ pcs.
Carrier _____

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(Exhibitor Name)

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MASTER
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MASTER
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