



Event Decorators of Iowa, Inc.

520 SE 4th Street | Des Moines, IA 50309 | Phone: 515-237-8282 | Fax: 515-237-8283 | decorateiowa@aol.com

Contact Information (Please Print)

Name _____ Date _____ Phone _____

Company Name _____

Street Address _____

City _____ State _____ Zip _____

Show ISAC Spring Conference

Payment Policy & Order Review

Your show contractor, Event Decorators of Iowa is pleased to provide the following services you may require from the attached packet. Complete forms for services you are requesting. Advance discounted rates qualify if orders are received 10 working days prior to show with full payment including all applicable taxes. Orders received after show deadline, received without payment or placed at the show will be invoiced at standard rates. No billings.

For your convenience, the following methods of payment are available:

- Company Check payable to Event Decorators of Iowa, Inc.
- Credit Card – *We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.*
 - Master Card Visa American Express

Please print ledge able!

Cardholder's Name: _____

Signature: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Account Number: _____

Expiration: _____ Security Code: _____

DELIVER RECEIPT AFTER EVENT BY: Email Fax

Email or Fax # _____

CANCELLATION POLICY: If requested services have been provided prior to your notice to cancel, all original charges are applicable. No credits or free exchanges for materials provided with your booth fee that are not required.

UNPAID BALANCES: All services require payment prior to show opening. Remaining balances, effective 30 days after invoice date a rebilling fee of 40.00 will be added to all invoices. All remaining balance after 60 days will be forwarded for collection.

Payment Total	
Furniture	\$ _____
Labor	\$ _____
Shipping	\$ _____
Subtotal	\$ _____
16% Building tax	\$ _____
Due Iowa Events Center	
Subtotal	\$ _____
7% Sales Tax	\$ _____
Total Due	\$ _____
4% credit card handling fee	\$ _____
Total due	\$ _____

***This form must be returned to process your request.
Send completed form by email to decorateiowa@aol.com or by fax to 515-237-8283.***

We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.



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 Street Address _____
 City _____ State _____ Zip _____
 Event ISAC Spring Conference Booth Number _____

ORDER DEADLINE FOR ADVANCE DISCOUNT RATE IS February 26 Quality Furniture Rentals

Accessories	Advance Discount	Standard	
Chrome Bag Rack	\$ 28.75	\$ 31.00	\$ _____
5' Chrome Coat Rack	14.00	17.50	\$ _____
Chrome Easels	17.00	21.00	\$ _____
Chrome Hall Tree	24.50	31.00	\$ _____
Chrome Stanchions	19.50	28.50	\$ _____
4' Velour Rope - Black	10.00	14.00	\$ _____
8' Velour Rope - Black	20.00	28.00	\$ _____
Raffle Drum Small	18.00	23.00	\$ _____
Raffle Drum Large	30.00	42.00	\$ _____

Chairs <i>Padded Seats and Backs</i>			
Chrome Side Chair	\$ 14.00	\$ 20.00	\$ _____
Choose Color: <input type="checkbox"/> Blue <input type="checkbox"/> Gray			
Chrome Arm Chair	22.75	31.25	\$ _____
Choose Color: <input type="checkbox"/> Blue <input type="checkbox"/> Gray			
Chrome Bar Stool	39.75	50.75	\$ _____
Choose Color: <input type="checkbox"/> Gray			

Cocktail Tables Plywood Top			
30" Round x 30" High	27.00	39.50	\$ _____
30" Round x 40" High	32.50	47.00	\$ _____
Spandex covers	10.00	13.00	\$ _____

Draperies (other than provided with booth equipment)			
3' High	\$ 3.00 lft	\$ 4.50 lft	\$ _____
8' High	4.00 lft	6.00 lft	\$ _____
12' High	7.00 lft	9.50 lft	\$ _____
Choose Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Red			
<input type="checkbox"/> Silver <input type="checkbox"/> White			

Plain Tables 30" High	Advance Discount	Standard	
4' x 24" x 30"	\$22.00	\$29.50	\$ _____
4' x 30" x 30"	22.00	29.50	\$ _____
6' x 18" x 30"	27.50	38.25	\$ _____
6' x 30" x 30"	27.50	38.25	\$ _____
8' x 18" x 30"	32.00	47.50	\$ _____
8' x 30" x 30"	32.00	47.50	\$ _____
48" Round	41.50	54.50	\$ _____

	Advance Discount	Standard	
Plain Tables 40" High (counter height)			
4' x 24" x 40"	\$34.00	\$43.50	\$ _____
4' x 30" x 40"	34.00	43.50	\$ _____
6' x 18" x 40"	37.50	53.75	\$ _____
6' x 30" x 40"	37.50	53.75	\$ _____
8' x 18" x 40"	46.50	62.50	\$ _____
8' x 30" x 40"	46.50	62.50	\$ _____
<i>Topped Only - Add \$6.00 each table</i>			

Skirted Tables 30" High	Advance Discount	Show Floor	
<i>Skirted 3 Sides</i>			
4' x 24" x 30"	\$58.50	\$73.75	\$ _____
4' x 30" x 30"	63.50	73.75	\$ _____
6' x 18" x 30"	71.75	82.25	\$ _____
6' x 30" x 30"	71.75	82.25	\$ _____
8' x 18" x 30"	84.75	98.00	\$ _____
8' x 30" x 30"	84.75	98.00	\$ _____
48" Round <i>Fully Skirted</i>	83.00	104.00	\$ _____
Choose Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Red			
<input type="checkbox"/> Silver <input type="checkbox"/> White			

Skirted Display Tables 40" High (counter height)			
<i>Skirted 3 Sides</i>			
4' x 24" x 40"	\$72.50	\$87.75	\$ _____
4' x 30" x 40"	79.50	87.75	\$ _____
6' x 18" x 40"	85.50	94.25	\$ _____
6' x 30" x 40"	85.50	94.25	\$ _____
8' x 18" x 40"	96.00	122.00	\$ _____
8' x 30" x 40"	96.00	122.00	\$ _____
Choose Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Red			
<input type="checkbox"/> Silver <input type="checkbox"/> White			

The hall is completely carpeted for your comfort.
Other items available but not outlined, please phone for availability!

Furniture Amount Total \$ _____

Please enter amount on Policy Payment Form



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Material Handling Rate Schedule for **ISAC Spring Conference**

All items whether received through the Event Decorators of Iowa warehouses and/or at the show site must be moved into or out of the booth Monday-Friday 8 a.m. to 4:30 for straight time rates. Overtime rates to be applicable to all other hours, Saturdays, Sundays and all holidays. **Event Decorators of Iowa is not responsible for any additional charges exhibitors may incur due to scheduling or show site availability.**

1. INBOUND HANDLING THROUGH WAREHOUSE AVAILABLE February 12- March 6

Shipments of common freight and crated exhibits will be received and stored up to 30 days prior to set-up date, and delivered to booth. This rate includes any necessary handling of empty containers to and from storage. Each shipment is considered separately. Rates are not based on roundtrip shipments.

Shipment weight (round to next 100 lbs.) _____ ÷ 100 = total hundred weight at \$68.50 per hundred weight.
Minimum charge is \$68.50 per shipment \$_____.

Materials received after cut off date will have a 15% fee applied

2. OUTBOUND HANDLING AT EXHIBIT HALL

Outbound shipments at close of show from exhibitor's booth to outside carrier or owner's vehicle.

Shipment weight (round to next 100 lbs.) _____ ÷ 100 = total hundred weight at 84.50 per hundred weight over time
Minimum charge is \$84.50 per shipment \$_____.

The above rates include Social Security, Workmen's Compensation, and Public Liability Insurance. All shipments should be insured by the exhibitor. Handling and storage rates do not include insurance coverages. Event Decorators of Iowa is not responsible for shipments left in a booth by an exhibitor. Pieces will be counted and shipped as they are found when they are removed from the exhibit hall. Event Decorators of Iowa shall not be responsible for damage to uncrated materials improperly packed, any concealed damage, or loss or theft of materials after they have been delivered to the booth or before they have been picked up for loading out of the exhibit hall. At the close of the show, where carriers fail to pick up or refuse to accept shipments, Event Decorators of Iowa reserves the right to reroute such shipments. Where no disposition is provided, material may be hauled to a warehouse pending advice from the exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling.

Order Amount Total \$ _____

Please enter amount on Policy Payment Form



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Shipping Instructions for ISAC Spring Conference

INSTRUCTIONS – All shipments MUST BE PREPAID and should be shipped to arrive not later than one week prior to initial installation date.

COLLECT SHIPMENTS WILL NOT BE ACCEPTED. All shipments should be addressed to Event Decorators of Iowa as shown:

Warehouse Shipping Address TO: FOR: ISAC Spring Conference c/o: Event Decorators of Iowa, Inc. 520 SE 4th Street Des Moines, IA 50309	
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Advance Show Shipments Thru Event Decorators of Iowa Warehouse

Company Name _____ Available February 12 - March 6
 Show Name _____ Booth Number _____
 Number of Pieces _____ Total Weight of Shipment _____
 Truck line _____

DO NOT SHIP DIRECTLY TO SHOW SITE IT WILL BE REFUSED UNLESS PRIOR ARRANGEMENTS ARE MADE THRU OUR EVENT SHIPPING STAFF @ 515.237.8282 ONLY.

We are not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipment when we remove from exhibit hall. Event Decorators of Iowa shall not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth, or before we have picked up loading out of exhibit hall. At the close of the Show, where carriers fail to pick up or refuse to accept shipments, Event Decorators of Iowa reserves the right to reroute such shipments where no disposition is provided, or material may be hauled to a warehouse pending advise from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

REFORWARDING INSTRUCTIONS AT CLOSE OF THE SHOW

Ship to individual/company _____
 Shipping Address _____
 Shipping City _____ Shipping State _____ Shipping Zip _____
 Number of Pieces _____ Total Weight of Shipment _____
 Description _____
 Forward via – (Check one)
 Motor Freight Moving Van Air Freight Federal Express UPS other _____
 Name of Carrier _____

Authorized by _____	Date _____
Company Name _____	Phone Contact _____



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Labor

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS:

Decorators and Display men: \$68.50 per hour straight time; \$88.75 per hour overtime. (One hour minimum per man)

LABOR RATES:

ALL LABOR BEFORE 8:00 A.M. and after 4:30 P.M., and all hours on Saturdays, Sundays and Holidays will be charged at the overtime rate.

“O.K. TO PROCEED”

EXHIBITOR NEED NOT BE PRESENT

We will proceed with your display set up unless you instruct us otherwise. Every effort will be made to set your display on straight time hours. Unless move in schedule does not permit.

Install & Dismantle _____ # of workers

Plans attached. Plans in cases # _____

“DO NOT PROCEED”

EXHIBITOR WILL SUPERVISE

All work is to be performed only under the supervision of the exhibitor representative.

Exhibitor will check in at the service desk to pick up workers on ____ / ____ / ____ a.m./p.m.

Install & Dismantle _____ # of workers

Representative _____

Starting time can be guaranteed only where men are requested for the start of the working day, which is 8:00 A.M. The minimum charge of one hour per man will apply. Failure to call for labor at requested time will result in a one-hour charge per man requested unless 48-hour advance notice is provided. Speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

SPECIAL INSTRUCTIONS:

DO NOT WRITE BELOW THIS LINE

INSTALL DATE START STOP OUT S.T. O.T.

DISMANTLE DATE START STOP OUT S.T. O.T.

Order Total \$ _____

Please enter amount on Policy Payment Form

RUSH EXHIBIT FREIGHT

FROM _____
ADDRESS _____
CITY _____
STATE _____
ZIP CODE _____

EXHIBITOR _____
BOOTH # _____
C/O EVENT DECORATORS OF IOWA, INC
ISAC SPRING CONFERENCE
520 SE 4TH STREET
DES MOINES, IA 50309

Piece # _____ of _____ total pieces

RUSH EXHIBIT FREIGHT

FROM _____
ADDRESS _____
CITY _____
STATE _____
ZIP CODE _____

EXHIBITOR _____
BOOTH # _____
C/O EVENT DECORATORS OF IOWA, INC
ISAC SPRING CONFERENCE
520 SE 4TH STREET
DES MOINES, IA 50309

Piece # _____ of _____ total pieces