



**PEORIA FLAG  
&  
DECORATING CO.**  
-EXHIBITION DECORATORS-

**920 E. GLEN AVENUE  
PEORIA HEIGHTS, ILLINOIS 61616-5377  
(309) 685-8989 \* (800) 322-3946  
FAX (309) 685-8537  
CENTRAL ILLINOIS FLAG HEADQUARTERS**

Service we're proud of!

**2018**

**THE OSF WOMEN'S LIFESTYLES SHOW  
PEORIA CIVIC CENTER  
OCTOBER 27<sup>th</sup>, 2018**

Dear Exhibitor:

Welcome to the Peoria Civic Center. Peoria Flag & Decorating Co., has once again been named the official show decorator.

Your 10' x 10' booth will be **BLACK** in color. Each 10' booth space will contain one 8' x 30" tall skirted table, two stack chairs, one wastebasket, and an 7" x 44" I.D. Sign. **IF YOU ARE IN NEED OF A DIFFERENT SIZE TABLE, OTHER THAN THE STANDARD PROVIDED 8' X 30" TALL TABLE, WE HAVE INCLUDED A PROVIDED TABLE CHANGE FORM, PLEASE FILL IT OUT AND EITHER MAIL OR FAX BACK NO LATER THAN FRIDAY OCTOBER 19<sup>th</sup>, 2018!!**

To qualify for the discount price, your order must be **PREPAID** by check or credit card authorization. Please fill out the **PAYMENT FORM** with all orders. **THE CUTOFF DATE TO RECEIVE THE DISCOUNT RATE IS FRIDAY OCTOBER 19<sup>th</sup>, 2018, AFTER THAT DATE ALL ORDERS RECEIVED WILL BE CHARGED AT THE FULL FLOOR ORDER RATE!!**

If you are sending in freight, **PLEASE SHIP IT PREPAIRD, WE REFUSE ALL COLLECT SHIPMENTS!! PLEASE SHIP YOUR FREIGHT TO PEORIA FLAG & DECORATING AND NOT THE PEORIA CIVIC CENTER. ANY FREIGHT SENT TO THE CIVIC CENTER PRIOR TO THURSDAY OCTOBER 25<sup>th</sup> 2018 WILL BE REFUSED!! ALL FREIGHT BEING SENT DIRECTLY TO PEORIA FLAG MUST ARRIVE NO LATER THAN 3:00PM WEDNESDAY OCTOBER 24<sup>th</sup>, 2018.** When sending in freight, please fill out the **FREIGHT FORM**, prior to shipping.

Peoria Flag & Decorating will maintain a **SERVICE DESK** during the move-in to assist you in any last minute needs that you may have. If you are going to be in need of extra equipment or services, **PLEASE ORDER EARLY TO ENSURE THE EQUIPMENT OR SERVICE WILL BE IN YOUR BOOTH, WHEN YOU ARRIVE TO SETUP!!**

You may fax us your credit card orders, our fax number in (309)685-8537 If you have any questions, please give us a call TOLL FREE at (800)322-3946 or email [brian@peoriaflag.com](mailto:brian@peoriaflag.com) . Thank You, and have a GREAT SHOW!!

**Exhibitor Move-In / Show times**

- |  |                 |                    |
|--|-----------------|--------------------|
| • Friday October 26 <sup>th</sup> , 2018   | 9:00am – 4:00pm | Exhibitor Move-in  |
| • Saturday October 27 <sup>th</sup> , 2018 | 7:00am – 9:00am | Exhibitor Move-in  |
| • Saturday October 27 <sup>th</sup> , 2018 | 9:00am – 3:00pm | Show Hours         |
| • Saturday October 27 <sup>th</sup> , 2018 | 3:00pm – 7:00pm | Exhibitor Teardown |



920 East Glen Avenue  
 Peoria Heights, IL 61616-5377  
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 Website: www.peoriaflag.com

**DEADLINE FOR THIS FORM IS:**  
**OCTOBER 19<sup>TH</sup>, 2018**  
**RETURN EITHER BY FAX OR MAIL**

PLEASE PRINT OR TYPE

**PAYMENT POLICY**

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

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

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

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

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

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

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

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

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

**PLEASE INDICATE YOUR FORM OF PAYMENT**

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

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

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

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

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

**NAME OF EVENT: 2018 OSF WOMEN'S LIFESTYLES EXPO – PEORIA CIVIC CENTER – PEORIA, IL**

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

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

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

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

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

**RENTALS ARE NON-TAXABLE**

PLEASE PRINT OR TYPE

## RENTAL FURNITURE AND EQUIPMENT ORDER FORM

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

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

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

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

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

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

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

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

- One 8' x 24" wide x 30" tall black skirted table
- Two folding chairs
- One wastebasket / ID Sign
- The entire exhibit floor is concrete!!

NAME OF EVENT: **2018 OSF WOMEN'S LIFESTYLES EXPO – PEORIA CIVIC CENTER – PEORIA, IL**

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

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



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PEORIA HEIGHTS, ILLINOIS 61616-5377  
(309) 685-8989 8 (800) 322-3946 \* FAX (309) 685-8537  
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DEADLINE FOR THIS FORM  
**OCTOBER 19<sup>TH</sup>, 2018**  
RETURN EITHER BY FAX OR  
MAIL

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

PLEASE PRINT OR TYPE

### PROVIDED TABLE ORDER FORM

RENTALS ARE NON-TAXABLE

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

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

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

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

DO NOT NEED TABLES IN OUR BOOTH

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

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

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

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

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

NAME OF EVENT: **2018 OSF WOMEN'S LIFESTYLES EXPO – PEORIA CIVIC CENTER – PEORIA, IL**

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

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



PLEASE PRINT OR TYPE

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

SIGNS & BANNERS ARE SUBJECT TO 8.75% TAX

## CUSTOM SIGNS & BANNERS

### FOUR COLOR DIGITAL SIGNS

Prices indicated bellow are based upon color printing, mounting and laminating on foamcore and/or coroplast. Signs other than sizes listed bellow will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft.

Qty.	Description	Rate	Amount
_____	11" x 14".....	\$35.00.....	\$ _____
_____	14" x 22".....	\$45.00.....	\$ _____
_____	14" x 44".....	\$60.00.....	\$ _____
_____	22" x 28".....	\$65.00.....	\$ _____
_____	24" x 36".....	\$70.00.....	\$ _____
_____	30" x 42".....	\$85.00.....	\$ _____
_____	Vinyl Banner w/grommets.....	\$6.50/SQ. FT.....	\$ _____

*Above Prices Subject to 8.75% Tax*

Pictures, emblems, trademarks, logos, special style lettering, etc are inclusive of the above prices if provided in digital format. Please provide pictures in high resolution .jpeg or .tiff. Logos, special lettering, emblems, ect. Must be provided in PC vector artwork such as .ai (Adobe Illustrator) or .eps format in outline form **NO EXCEPTIONS.** If you have any questions about formats, please call and ask for John.

Vertical  Horizontal 
 
 Draw a sketch in the space bellow or on the back of this page. Indicate colors and fonts.

NAME OF EVENT: **2018 OSF WOMEN'S LIFESTYLES EXPO – PEORIA CIVIC CENTER – PEORIA, IL** Booth # \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 ORDERED BY: \_\_\_\_\_ PHONE #: (\_\_\_\_\_) \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

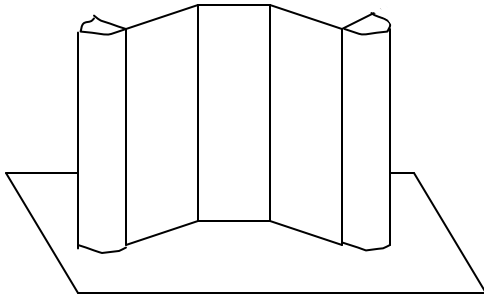
TOTAL: \$ \_\_\_\_\_

DISPLAY RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

**DISPLAY RENTAL ORDER FORM**

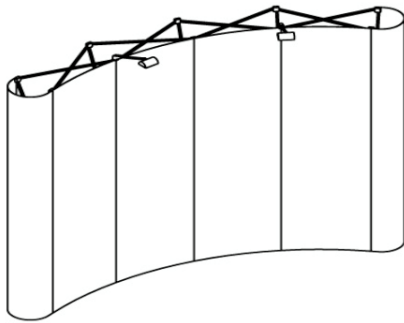
**PRICES ARE FOR THE DURATION OF ENTIRE SHOW  
PRICES ALSO INCLUDE INSTALLATION & DISMANTLE**



**6' TABLETOP DISPLAY**  
BLACK VELCRO COMPATIBLE FABRIC FINISH  
48" TALL

RENTAL \$160.00: \_\_\_\_\_ (QTY.)

OPTIONAL LIGHTS @ 25.00: \_\_\_\_\_ (QTY.)



**10' FLOOR DISPLAY**  
BLACK VELCRO COMPATIBLE FABRIC FINISH  
8' TALL WITH TWO LIGHTS.

RENTAL \$450.00: \_\_\_\_\_ (QTY.)



**Literature Rack**  
SILVER FINISH  
6 POCKET

RENTAL \$40.00: \_\_\_\_\_ (QTY.)



**Bag Rack**

Silver Finish

RENTAL \$40.00: \_\_\_\_\_ (QTY.)

**DISPLAY RENTALS MUST BE PREPAID BY CHECK OR CREDIT CARD. TO GUARANTEE RENTAL, THIS FORM MUST BE RETURNED BY THE ABOVE DATE!**

NAME OF EVENT: **2018 OSF WOMEN'S LIFESTYLES EXPO – PEORIA CIVIC CENTER – PEORIA, IL**

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

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

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



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

PLEASE PRINT OR TYPE

**FREIGHT HANDLING ORDER FORM**

FREIGHT IS NON-TAXABLE

PEORIA FLAG & DECORATING CO., INC. HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail or fax this form and your advance payment to the order processing address or fax number noted above as soon as possible. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
2. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!

**Up to 30-Days Prior - ADVANCE SHIPPING WAREHOUSE ADDRESS**

To: (NAME OF EXHIBITOR and BOOTH NUMBER)  
 For: NAME OF SHOW  
 C/O PEORIA FLAG & DECORATING CO., INC.  
 920 E. GLEN AVENUE.  
 PEORIA HEIGHTS, IL 61616-5377

**ADVANCE TO WAREHOUSE MUST BE RECEIVED BEFORE  
 (3:00PM WEDNESDAY OCTOBER 25<sup>TH</sup>, 2018)**

**DIRECT TO SHOW SITE SHIPPING ADDRESS**

To: (NAME OF EXHIBITOR and BOOTH NUMBER)  
 For: NAME OF SHOW  
 C/O PEORIA FLAG & DECORATING CO., INC.  
 PEORIA CIVIC CENTER  
 201 SW JEFFERSON STREET  
 PEORIA, IL 61602

**DIRECT TO SHOW SITE CANNOT ARRIVE PRIOR TO  
 (8:00AM THURSDAY OCTOBER 26<sup>TH</sup>, 2018)**

**INBOUND SHIPPING INFO - PRIOR TO EXHIBIT: (CHECK ONE) \_\_\_\_\_ TO WAREHOUSE \_\_\_\_\_ TO SHOW SITE**

SHIPPED VIA: \_\_\_\_\_ PRO#: \_\_\_\_\_  
 DATE SHIPPED: \_\_\_\_\_ ESTIMATED ARRIVAL DATE: \_\_\_\_\_  
**DESCRIPTION OF SHIPMENT:**  
 # of CRATES: \_\_\_\_\_ # of DISPLAY CASES: \_\_\_\_\_ # of CARTONS: \_\_\_\_\_ # of SKIDS: \_\_\_\_\_  
 TOTAL # PIECES: \_\_\_\_\_ TOTAL WEIGHT: \_\_\_\_\_

**OUTBOUND SHIPPING INSTRUCTIONS - AT CLOSE OF EXHIBIT**

SHIP TO: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_

**SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)**

- MOTOR FREIGHT (name) \_\_\_\_\_ VAN LINE (name) \_\_\_\_\_  
 UPS:  GROUND  BLUE LABEL (2nd DAY AIR)  RED LABEL (NEXT DAY AIR) - UPS ACCOUNT #: \_\_\_\_\_  
 FED EX - ACCOUNT #: \_\_\_\_\_  
 OTHER AIR CARRIER (name) \_\_\_\_\_ OTHER AIR CARRIER ACCOUNT #: \_\_\_\_\_

If you have not designated a motor freight company, Peoria Flag & Decorating Co., Inc. will select a carrier. Peoria Flag will load out your shipments when your carrier arrives. Peoria Flag cannot be held responsible for unattended or non-prearranged freights left on the show floor. **ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. PEORIA FLAG & DECORATING CO., INC. WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!**

**THIRD PARTY BILLING - IF FREIGHT CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE FOLLOWING INFORMATION MUST BE FILLED OUT.**

**NOTE: YOUR COMPANY MUST HAVE AN ESTABLISHED ACCOUNT WITH DESIRED CARRIER OR SHIPMENTS WILL ARRIVE COLLECT**  
 COMPANY NAME: \_\_\_\_\_  
 BILLING ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_  
 PAYMENT GUARANTEED BY: (print) \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*\*SEE REVERSE SIDE FOR RATES AND ADDITIONAL INFORMATION\*\*\***

NAME OF EVENT: **2018 OSF WOMEN'S LIFESTYLES EXPO – PEORIA CIVIC CENTER – PEORIA, IL**

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

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

PLEASE PRINT OR TYPE

<b>MATERIAL HANDLING RATE SCHEDULES</b>	ROUND TRIP IN AND OUT (200 lb MINIMUM) ***PER SHIPMENT
<p><b><u>AT WAREHOUSE (3:00PM WEDNESDAY OCTOBER 24<sup>TH</sup>, 2018)</u></b></p> <p>SHIPMENTS RECEIVED AND STORED 30 DAYS IN ADVANCE AND DELIVERED TO BOOTH, REMOVAL AND RETURN OF EMPTY CRATES, HANDLING OF OUTBOUND SHIPMENT TO CARRIER, PER SHIPMENT**:</p>	<p><b>\$40.00</b> PER CWT (200 lb Minimum)</p>
<p><b><u>AT SHOW SITE (8:00AM THURSDAY OCTOBER 25<sup>TH</sup>, 2018)</u></b></p> <p>SHIPMENTS RECEIVED AT EXHIBIT FACILITY AND DELIVERED TO YOUR BOOTH, REMOVAL AND RETURN OF EMPTY CRATES, HANDLING OF OUTBOUND SHIPMENT TO CARRIER, PER SHIPMENT**:</p>	<p><b>\$35.00</b> PER CWT (200 lb (Minimum))</p>
<p><b><u>SMALL PACKAGES</u></b></p> <p>A \$35.00 FLAT FEE WILL BE APPLIED TO THE RECEIVING AND DELIVERING OF SINGLE SMALL PACKAGES (under 20 lbs).</p>	<p><b>\$35.00</b> each</p>
<p><b>PER CWT = PER 100 LBS.; 200 LB. MINIMUM</b></p>	

## GENERAL INFORMATION & LIMITS OF LIABILITY

1. Rates quoted above apply on each shipment received, based on inbound weight and are based on a 200 lb. minimum charge per shipment whether received at the warehouse or at the show sit. No allowance will be made for attrition during the event.
2. Shipments must be consigned to Peoria Flag & Decorating Co., Inc., as the convention site does not have the facilities to receive such shipments and will refuse them.
3. Peoria Flag & Decorating Co., Inc. will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will Peoria Flag & Decorating be responsible for concealed damage to exhibit material. Peoria Flag & Decorating's limit of liability will be \$0.30 per lb. per article with a maximum of \$50.00 per article.
4. It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Peoria Flag & Decorating Co., Inc. a completed bill of lading.
5. Exhibitor routings on outbound shipments will be honored when possible, however the right is reserved to reroute any outbound shipment not picked up within allotted move-out period by Exhibitor's specified carrier. Exhibitor must arrange for special carrier. Exhibitor material remaining after the move-out period without forwarding instructions will be forwarded to the permanent address of the Exhibitor or his agent, freight collect, and no liability of any nature shall attach to Exhibit Management or to Peoria Flag & Decorating Co., Inc. In any event, Peoria Flag & Decorating will not be liable for exhibit materials abandoned at the exhibit site.
6. Be sure to empty all materials from crates or boxes before labeling them with an empty sticker. Empty labels will available at the Peoria Flag & Decorating service center.

## INSURANCE

Peoria Flag & Decorating Co., Inc. and its agents, will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, nor prior to taking physical count and possession in preparation to moving such material. Therefore, please make certain all your material is properly insured against "ALL RISKS" while in transit to and from your point of origin, to and from your booth and for the duration of the exhibition.



**ADVANCE TO  
WAREHOUSE**

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

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

Ship To: 2018 OSF WOMEN'S LIFESTYLES EXPO

**C/O: Peoria Flag & Decorating Co.  
920 E. Glen Ave.  
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,  
But must arrive by 3:00 pm on OCTOBER 24<sup>TH</sup>, 2018.

**ADVANCE TO  
WAREHOUSE**

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

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

Ship To: 2018 OSF WOMEN'S LIFESTYLES EXPO

**C/O: Peoria Flag & Decorating Co.  
920 E. Glen Ave.  
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,  
But must arrive by 3:00 pm on OCTOBER 24<sup>TH</sup>, 2018

**ADVANCE TO  
WAREHOUSE**

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

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

Ship To: 2018 OSF WOMEN'S LIFESTYLES EXPO

**C/O: Peoria Flag & Decorating Co.  
920 E. Glen Ave.  
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,  
But must arrive by 3:00 pm on OCTOBER 24<sup>TH</sup>, 2018.

**DIRECT TO  
SHOWSITE**

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

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

Ship To: **2018 OSF WOMEN'S LIFESTYLES EXPO**

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

Direct shipments will be refused prior to move-in and CANNOT  
Arrive before 8:00 am on **OCTOBER 25<sup>TH</sup>, 2018.**

**DIRRECT TO  
SHOWSITE**

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

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

Ship To: **2018 OSF WOMEN'S LIFESTYLES EXPO**

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

Direct shipments will be refused prior to move-in and CANNOT  
Arrive before 8:00 am on **OCTOBER 25<sup>TH</sup>, 2018.**

**DIRECT TO  
SHOWSITE**

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

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

Ship To: **2018 OSF WOMEN'S LIFESTYLES EXPO**

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

Direct shipments will be refused prior to move-in and CANNOT  
Arrive before 8:00 am on **OCTOBER 25<sup>TH</sup>, 2018.**