



**Midwest**  
Decorating Co. Inc.

1510 S Memorial Dr, TULSA, OK 74112-7039  
918.584-0988 Fax 918.585-9157

EXHIBITION SERVICES

Each booth will consist of:  
8 foot tall back wall drape and 3 foot tall side divider drape,  
One 6 inch x 36 inch identification sign,

**Use the enclosed forms only if ordering additional rentals or services.**

Orders and payment for all services must reach our office no later than 12:00 noon on

**Orders after this date must be made in person at the Midwest Decorating Co. desk during vendor setup.**

**95 F @ M 8 - G 7 C I B H ' C F 8 9 F G ' 5 B 8 ' D 5 M A 9 B H ' A I G H ' 6 9 ' F 9 7 9 - J 9 8 ' B C ' @ H 9 F ' H - 5 B ' % & \$ \$ ' B C C B ' C B**

Services are not rendered until payment is received in full including state and local tax  
...or proof of tax-exempt status. Tax is calculated according to city and/or facility location of each event.

Sales tax rate for this event will be:

Purchase orders are accepted on approval only and are invoiced at the standard rate.

**WE MUST RECEIVE A READABLE IMAGE OF YOUR SIGNED FORMS BY FAX, MAIL, EMAIL OR IN  
PERSON AT OUR TULSA OFFICE AS ORDER VERIFICATION.**

**FAX: 918.585.9157**

**EMAIL: [orders@midwest-expo.com](mailto:orders@midwest-expo.com)**

**USPS: see payment data form for mailing address**

All orders must include any filled order forms and the "Payment Data" form.

Visa, MasterCard, Discover, American Express and checks are accepted.  
All charges MUST be prepaid and Credit Card data must be on file with your order.

Advance Exhibit Freight must arrive at Midwest Decorating warehouse on or before

**Damage** to any Midwest Decorating Inc rental items will be charged to the credit card on file or invoiced directly  
to the address on file.





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# Furniture Rental

Please Print Clearly

**>>> REQUIRED >>> Setup Date & Time ->** <<<

**WE MUST KNOW THE DATE AND APPROX. TIME OF YOUR SETUP ARRIVAL TO SCHEDULE YOUR RENTALS AND SERVICES**

Company Name..... Booth Number.....  
Street Address..... City, State & Zip.....  
Ordered By (print)..... Date.....  
Signature..... Phone..... Cell.....  
Email Address.....

Prices are for the duration of the show. All equipment is on rental basis and includes delivery to your booth and removal at the close of the show.  
**All material will remain the property of Midwest Decorating Company** and should be left safely at your booth at the close of the show.  
**Damage to any Midwest Decorating Inc rental items will be charged to the credit card on file or invoiced directly to the address on file.**

| Quantity  |  | DISCOUNT Rate through .... | Standard Rate |
|---|--|----------------------------|---------------|
| <b>30" tall display tables</b>                                    |  |                            |               |
| .....4' table UNSKIRTED with white vinyl applied to top .....     |  | \$ 64.00 .....             | 84.00 .....   |
| .....6' table UNSKIRTED with white vinyl applied to top .....     |  | 77.00 .....                | 96.00 .....   |
| .....8' table UNSKIRTED with white vinyl applied to top .....     |  | 90.00 .....                | 109.00 .....  |
| .....4' table SKIRTED 3 SIDES with white vinyl applied to top ... | <b>Circle your color choice</b> (colors apply to all tables) ... | 84.00 .....                | 99.00 .....   |
| .....6' table SKIRTED 3 SIDES with white vinyl applied to top ... | Red - Gold - Blue - Plum - Teal - Black ...                      | 96.00 .....                | 118.00 .....  |
| .....8' table SKIRTED 3 SIDES with white vinyl applied to top ... | Burgundy - Silver - Hunter Green - Dusty Rose ...                | 105.00 .....               | 125.00 .....  |

|   |  |                |              |
|---|--|----------------|--------------|
| <b>42" tall display tables</b>                                    |  |                |              |
| .....4' table UNSKIRTED with white vinyl applied to top .....     |  | \$ 84.00 ..... | 104.00 ..... |
| .....6' table UNSKIRTED with white vinyl applied to top .....     |  | 97.00 .....    | 116.00 ..... |
| .....8' table UNSKIRTED with white vinyl applied to top .....     |  | 110.00 .....   | 129.00 ..... |
| .....4' table SKIRTED 3 SIDES with white vinyl applied to top ... | <b>Circle your color choice</b> (colors apply to all tables) ... | 104.00 .....   | 119.00 ..... |
| .....6' table SKIRTED 3 SIDES with white vinyl applied to top ... | Red - Gold - Blue - Plum - Teal - Black ...                      | 116.00 .....   | 138.00 ..... |
| .....8' table SKIRTED 3 SIDES with white vinyl applied to top ... | Burgundy - Silver - Hunter Green - Dusty Rose ...                | 125.00 .....   | 145.00 ..... |

## Additional Rental Items

|  |  |                |             |
|--|--|----------------|-------------|
| .....Your table skirted on 3 sides plus white vinyl on top (requires stapling to your table) ..... |  | \$ 64.00 ..... | 76.00 ..... |
| .....Your table skirted on 3 sides (requires stapling to your table) .....                         |  | 51.00 .....    | 64.00 ..... |
| .....Standard chair .....  |  | 33.00 .....    | 39.00 ..... |
| .....Bar stool .....   |  | 71.00 .....    | 99.00 ..... |
| .....Waste basket .....  |  | 17.00 .....    | 24.00 ..... |
| .....Sign easel .....  |  | 37.00 .....    | 48.00 ..... |
| .....Bistro table .....  |  | 75.00 .....    | 99.00 ..... |

## Carpet

|  |  |                 |              |
|--|--|-----------------|--------------|
| .....10 foot X 10 foot .....   | <b>Circle your color choice</b> (colors apply to all carpet) | \$ 125.00 ..... | 200.00 ..... |
| .....10 foot X 20 foot .....   | Red - Blue - Black   | 225.00 .....    | 350.00 ..... |
| .....10 foot X 30 foot .....   | Custom colors available for BULK pre-orders only             | 325.00 .....    | 500.00 ..... |
| .....BULK carpet - per sq. yard ( _____ ft. X _____ ft. Divided by 9 = _____ sq. yds ) |  | 11.00 .....     | 14.00 .....  |
| .....Carpet PAD - per sq. yard ( _____ ft. X _____ ft. Divided by 9 = _____ sq. yds )  |  | 7.00 .....      | 10.00 .....  |
| .....Visqueen - per sq. yard ( _____ ft. X _____ ft. Divided by 9 = _____ sq. yds )    |  | 5.00 .....      | 6.00 .....   |

**All charges MUST be prepaid and Credit Card must be on file with this order.**

Make check payable to Midwest Decorating Company Inc.

Prepaid Order **Must Be Received** by the date listed for discount.

Items cancelled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

**Sub Total** \$ \_\_\_\_\_

**Sales tax rate of \_\_\_\_\_ will be added on "Payment Data" form**

**PAYMENT: Refer to "Payment Data" form**





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# Miscellaneous Rental Items

Please Print Clearly

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Ordered By (print)..... Date.....  
Signature..... Phone..... Cell.....  
Email Address.....

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**All material will remain the property of Midwest Decorating Company** and should be left safely at your booth at the close of the show.  
**Damage to any Midwest Decorating Inc rental items will be charged to the credit card on file or invoiced directly to the address on file.**

| Quantity                              |   | DISCOUNT Rate through .... | Standard Rate   |
|---------------------------------------|---|----------------------------|-----------------|
| <b><u>Hard-wall Fabric Panels</u></b> |   |                            |                 |
| .....                                 | Vertical Panels 4ft wide x 8ft tall .....   | \$ 100.00 .....            | \$ 125.00 ..... |
| .....                                 | Horizontal Panels 8ft wide x 4ft tall ..... | 100.00 .....               | 125.00 .....    |

**Additional Drape (per linear foot - 10 foot minimum)**

|  |  |                      |                      |
|--|--|----------------------|----------------------|
| Feet of 8 foot tall drape<br>(10 foot minimum) | Circle your color choice (colors apply to 3' & 8' tall drape)  | \$ 6.60 / foot ..... | \$ 8.80 / foot ..... |
| Feet of 3 foot tall drape<br>(10 foot minimum) | Red - Gold - Blue - Plum - Teal - Black<br>Burgundy - Silver - Hunter Green - Kelly Green - Dusty Rose | 6.60 / foot .....    | 8.80 / foot .....    |

**Specialty Items**

|       |  |                |                |
|-------|--|----------------|----------------|
| ..... | Ticket Tumbler .....   | \$ 68.00 ..... | \$ 84.00 ..... |
| ..... | Ballot Box .....   | 51.00 .....    | 65.00 .....    |
| ..... | Chrome Stanchion (please call for quantity discount) .....                 | 19.00 .....    | 25.00 .....    |
| ..... | Velour Rope for Chrome Stanchion (please call for quantity discount) ..... | 19.00 .....    | 25.00 .....    |

**All charges MUST be prepaid and Credit Card must be on file with this order.**  
Make check payable to Midwest Decorating Company Inc.  
Prepaid Order **Must Be Received** by the date listed for discount.  
Items cancelled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

|   |          |
|---|----------|
| <b>Sub Total</b>  | \$ _____ |
| <b>Sales tax rate of _____ will be added on "Payment Data" form</b> |          |

**PAYMENT: Refer to "Payment Data" form**





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# Banner Installation

*Please Print Clearly*

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 Ordered By (print)..... Date.....  
 Signature..... Phone..... Cell.....  
 Email Address.....

## OVERHEAD SIGNAGE HANGING AND RETRIEVAL

|  | Quantity | Each    | Line Total |
|--|----------|---------|------------|
| Small Banners (up to 6 feet wide) .....  | _____    | X \$250 | = _____    |
| Large Banners: (wider than 6 feet) ..... | _____    | X \$350 | = _____    |
| Multi-Sided or Geometric .....           | _____    | X \$400 | = _____    |

- Signs & banners to be hung must be fully assembled with hardware/bridle, in your booth space, facing the desired direction by 4pm on Tuesday, March 4th.
- **Signs and banners to be hung that are assembled and placed after 4pm Tuesday March 4th will incur a \$100.00 late surcharge.**
- Each Exhibitor can have banners hung from the ceiling within the air space directly over their booth.
- Banner lowering will begin **Sunday night** and will be completed **Monday morning**.
- All retrieved signage must be out of the building by **12pm Noon Monday, March 10th.**

*No sales tax for Banner Installation*

**Total Due**                      \$ \_\_\_\_\_

**All charges MUST be prepaid and Credit Card must be on file with this order.**

Make check payable to Midwest Decorating Company Inc.  
 Prepaid Order **Must Be Received** by the date listed for discount.  
 Items cancelled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

**PAYMENT: Refer to "Payment Data" form**

www.midwest-expo.com

email: orders@midwest-expo.com





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# I&D Labor / Forklift Order

*Please Print Clearly*

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Company Name..... Booth Number.....  
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 Ordered By (print)..... Date.....  
 Signature..... Phone..... Cell.....  
 Email Address.....

## I&D Labor

**Straight Time**     **\$90.00** per hour     4 Hour Minimum per man     Straight time is from 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. All other hours are at the overtime rate.  
**Overtime**         **\$135.00** per hour

- INSTALL** exhibit **WITH** exhibitors' supervision. Note: exhibitor MUST check in at service desk to obtain labor.
- INSTALL** exhibit **WITHOUT** exhibitors' supervision... **Add 25% to charges.** Note: proper instruction must be given and although the utmost care will be exercised, MDC will not be responsible for any resulting damage, loss or excessive time or improper installation.

|                            |          |                                    |                               |                            |
|----------------------------|----------|------------------------------------|-------------------------------|----------------------------|
| Number of Men              | <b>X</b> | Hours Straight Time <b>per Man</b> | Hours Overtime <b>per Man</b> | Total Installation         |
|                            |          |                                    | \$                            | No sales tax for I&D Labor |
| Day and Date of Labor Call |          | Approximate Call Time              |                               |                            |

- DISMANTLE** exhibit **WITH** exhibitors' supervision. Note: exhibitor MUST check in at service desk to obtain labor.
- DISMANTLE** exhibit **WITHOUT** exhibitors' supervision... **Add 25% to charges.** Note: proper instruction must be given and although the utmost care will be exercised, MDC will not be responsible for any resulting damage, loss or excessive time or improper installation.

|                            |          |                                    |                               |                            |
|----------------------------|----------|------------------------------------|-------------------------------|----------------------------|
| Number of Men              | <b>X</b> | Hours Straight Time <b>per Man</b> | Hours Overtime <b>per Man</b> | Total Dismantle            |
|                            |          |                                    | \$                            | No sales tax for I&D Labor |
| Day and Date of Labor Call |          | Approximate Call Time              |                               |                            |

## IN BOOTH Forklift Service with Driver ...4000 lb capacity

When ordering freight moved **TO or FROM** your booth do not use this form - use the **Freight & Material Handling** form.

**Straight Time**     **\$120.00** per hour     1/2 Hour Minimum     Forklift is not available in every public facility ...please check with show management prior to ordering forklift service.  
**Overtime**         **\$180.00** per hour

### INSTALL

|                               |                     |                       |                  |
|-------------------------------|---------------------|-----------------------|------------------|
| Number of Forklifts           | Hours Straight Time | Hours Overtime        | Install Subtotal |
|                               |                     |                       | \$               |
| Day and Date of Forklift Call |                     | Approximate Call Time |                  |

### DISMANTLE

|                               |                     |                       |                    |
|-------------------------------|---------------------|-----------------------|--------------------|
| Number of Forklifts           | Hours Straight Time | Hours Overtime        | Dismantle Subtotal |
|                               |                     |                       | \$                 |
| Day and Date of Forklift Call |                     | Approximate Call Time |                    |

Forklift Total: \$

**All charges MUST be prepaid and Credit Card must be on file with this order.** Items cancelled after move-in begins will be charged 100% of original cost.

PAYMENT: Refer to "Payment Data" form





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# Advance Freight & Material Handling

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 Signature..... Phone..... Cell.....  
 Email Address.....

|   | No. of Pieces | Total Weight | Rate             | Total |                              |
|---|---------------|--------------|------------------|-------|------------------------------|
| <b>Advance</b> shipment to warehouse                            |               |              | \$0.90 per pound | \$    | \$50.00 minimum per shipment |
| Freight <b>RETURNING</b> to our warehouse for outbound shipment |               |              | \$0.35 per pound | \$    | \$50.00 minimum              |

No sales tax  
for Freight and Material Handling

**Advance Shipment** sample label

Must Arrive on or before:

|                                     |              |
|-------------------------------------|--------------|
| Your Company Name                   | Booth Number |
| c/o Midwest Decorating Company Inc. |              |
| 1510 S. Memorial Dr.                |              |
| Tulsa OK 74112                      |              |

**All charges MUST be prepaid and Credit Card must be on file with this order.**

Make check payable to Midwest Decorating Company Inc.

- 1 - Valid weight ticket must accompany all shipments.
- 2 - Public halls and hotels are not equipped to handle or store freight prior to exhibitor move in.
- 3 - Late shipments are subject to additional handling charges.
- 4 - Our services include off-loading at our dock or public facility dock, delivery to your booth, removal and storage of empty containers during show hours, return of properly labeled containers at end of show and loading out on carriers' trucks at show site.
- 5 - All shipments should be insured by the exhibitor from the time the freight leaves the point of origin until the shipment returns to the exhibitor after the end of the event.
- 6 - Midwest Decorating Co. is not responsible for shipments left in your booth. We will ship these as your carrier arrives to load provided that your company representative has made prior arrangements to do so.
- 7 - If your carrier fails to pick up your shipment, Midwest Decorating Co. reserves the right to reroute such shipments or haul them to our warehouse pending advise from the exhibitor, who will be charged accordingly for this service. MDC will not assume liability as a result of these changes.
- 8 - Midwest Decorating will not be responsible for damage to improperly packed materials whether visible or concealed or for theft or loss of any materials.

**Freight Collect Shipments WILL NOT be received**

Midwest Decorating is not equipped to handle refrigerated or frozen shipments

All shipments must arrive with original copies of empty and laden weight tickets from a certified scales.

MIXED SHIPMENTS must have separate empty and laden weight tickets for each exhibitor within that shipment.

**PAYMENT: Refer to "Payment Data" form**

Material Handling Rate for moving freight **AFTER** it has been delivered to the booth is \$120.00 per hour straight time and \$180.00 per hour overtime > **1/2 hr minimum.**





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## Custom Graphics & Displays

*Please Print Clearly*

These custom display graphics are available for purchase through our sister company **Crain Displays & Exhibits** - [www.craindisplays.com](http://www.craindisplays.com).

Please contact us at **918-585-9797** or [sales@craindisplays.com](mailto:sales@craindisplays.com) to purchase or for more detailed information. Sales tax will apply.



### **HOPUP**

8' Hopup ..... \$ 950.00  
10' Hopup ..... \$ 1,150.00

*Includes frame, dye-sub fabric graphic and carry bag.*



### **TABLE THROWS**

6' Dye-sub table throw ..... \$ 205.00  
6' Stretch table throw ..... \$ 415.00

*Other sizes and styles available.*



### **Zoom Flex Feather/Flag Signs**

Small (~8-1/2ft tall on stand) ... \$235.00-\$300.00

*Price varies with style*

*Includes basic "X" stand - other bases optional.*



### **VINYL BANNERS**

Per square foot w/ grommets ..... \$ 3.50

Per square foot w/ pipe pockets ..... \$ 3.50 + (2.50/linear ft of pocket)



### **Zoom Economy Pop-up Tent Canopy**

5ft Tent Canopy ..... \$ 630.00  
10ft Tent Canopy ..... \$ 1,250.00

*Includes frame, top cover with printed graphic and rolling carry bag.*

*Other configurations available.*



### **RETRACTABLE BANNER STANDS**

Mosquito 850 ..... \$ 195.00  
*90 day warranty, anti-curl vinyl graphic and carry bag.*

Orient 800 ..... \$ 310.00  
*Lifetime warranty, polypropylene graphic and carry bag.*

Minimum production time for Hopup, Feather Flags and Tent Canopies is **two weeks**.

Minimum production time for Table Throws, Vinyl Banners and Retractable Banner Stands is **one week**.

**Production time begins upon payment and receipt of print-ready art.**

Graphic design service is available at the rate of \$70.00/hr.



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# Payment Data

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Signature..... Phone..... Cell.....  
Email Address (required for secure billing) .....

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**RENTAL SERVICES**

\$ Amount

|                      |                          |    |
|----------------------|--------------------------|----|
| Furniture Rental     | (add tax below)          |    |
| Miscellaneous Rental | (add tax below)          |    |
|                      |                          |    |
|                      |                          |    |
|                      | RENTAL SERVICES SUBTOTAL | \$ |
|                      | Sales Tax                | \$ |
|                      | RENTAL SERVICES TOTAL    | \$ |

**PAYMENT BY CHECK**

Fill in necessary forms and make check payable to order of:

Midwest Decorating Company, Inc.

Then mail signed forms and check to:

Midwest Decorating Co., Inc  
1510 South Memorial  
Tulsa, OK 74112

**PAYMENT BY CREDIT CARD**

**MAIL IN:**

Fill in necessary forms including PAYMENT DATA FORM then mail to above address. We'll send an email invoice through INTUIT with a secure payment link.

**FAX IN:**

Fill in necessary forms including PAYMENT DATA FORM then fax to **918-585-9157**. We'll send an email invoice through INTUIT with a secure payment link.

**EMAIL:**

**Step1:** Fill in necessary forms including PAYMENT DATA FORM then scan / take photos of all filled pages and email to: **orders@midwest-expo.com**

**Step2:** We'll send an email invoice through INTUIT with a secure payment link.

**LABOR SERVICES**

\$ Amount

|                                     |                                |                  |
|-------------------------------------|--------------------------------|------------------|
| Banner Hanging / Installation       | (no sales tax)                 |                  |
| I&D Labor / Forklift                |                                | XXXXXXXXXXXXXXXX |
| ...Installation Labor               | (no sales tax)                 |                  |
| ...Dismantle Labor                  | (no sales tax)                 |                  |
| ...In Booth Forklift                | (no sales tax)                 |                  |
|                                     |                                |                  |
| Advance Freight & Material Handling | (no sales tax)                 |                  |
|                                     |                                |                  |
|                                     | NO SALES TAX ON LABOR SERVICES | XXXXXXXXXXXXXXXX |
|                                     | LABOR SERVICES TOTAL           | \$               |

|  |  |           |
|--|--|-----------|
|  |  | \$ Amount |
|  | RENTAL SERVICES TOTAL ABOVE (tax included) |           |
|  | LABOR SERVICES TOTAL ABOVE (no sales tax)  |           |
|  | <b>TOTAL DUE</b>                           | \$        |

**WE MUST RECEIVE READABLE IMAGES OF YOUR SIGNED FORMS AS VERIFICATION BEFORE YOUR ORDER CAN BE PROCESSED.**

