

Tradeshow Services, Inc. 245 Huls Drive
Englewood, Ohio 45315 *tradeshow-services.com*
P 937 832-0144
T 855 263-6858
F 937 832-1904

WDI / LCID 2022
AUGUST 8-12, 2022
DAYTON CONVENTION CENTER

10' x 10' Booth Includes:

- 1 – 8' Backdrop
- 2- 3' Side Rails
- 1 – Company Identification Sign

EXHIBITOR MOVE-IN

Sunday, August 7 (8:00 am – 3:00 pm)

EXHIBITOR TEARDOWN

Thursday, August 11 (Begin at 5:00 pm)
Friday, August 12 (Exhibit tear down continues (8:00 am – 3:00 pm))

MATERIAL HANDLING

Deadline Date for Warehouse Freight is Monday, August 1.
Show Site Freight will be accepted on Sunday, August 7 (8:00 am – 3:00 pm). **Early arrival of SS Freight Will Be Turned Away.**
Exhibitors are responsible for making own Shipping Arrangements.
Blank BOL will be available at Tradeshow Services, Inc. Service Desk. Any Freight not picked up at scheduled Move Out times, will be forced out by ABF at exhibitor's expense.

ELECTRIC, INTERNET, A/V AND RIGGING SERVICES

Please go to www.daytonconventioncenter.com, click on Exhibitor and follow instructions.

Tradeshow Services, Inc forms can be returned with payment to debbie@tradeshow-services.com
Please have forms in on or before deadline date, Monday, August 1, 2022. Please remember orders taken at Show Site will have an added 20% charge added to the Standard Pricing.

Thank you,

Tradeshow Services, Inc.



Tradeshow Services, Inc. 245 Huls Drive Englewood, Ohio 45315 **tradeshow-services.com**
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COMPANY NAME (PLEASE TYPE OR PRINT)			BOOTH NO.		
ADDRESS			PHONE		
CITY	STATE	ZIP	FAX		
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (For Order Confirmation)		DATE	

Our CREDIT POLICY requires payment with order for service INCLUDING TAX. This form with your check or credit card information must be forwarded to TRADESHOW SERVICES, INC. at the above address in order for us to provide any equipment or services. FULL PAYMENT of rental charges must accompany your order **before Deadline** to qualify for the **DISCOUNT ORDER PRICES. ALL ORDERS RECEIVED AT THE SERVICE DESK WILL BE CHARGED SHOW SITE PRICES with 20% added to Standard Pricing.** If discount orders are paid by credit card, additional services or rentals ordered at the show will be invoiced to your credit card.

PLEASE SPECIFY HOW YOU WILL BE PAYING FOR

DISCOVER NETWORK
 MasterCard
 VISA
 AMERICAN EXPRESS
 CHECK

CREDIT CARD INFORMATION

CREDIT CARD NUMBER																				
NAME ON CARD (PLEASE PRINT OR TYPE)	SIGNATURE										EXP. DATE		3 or 4 digit code							

ALL ORDERS MUST BE ACCOMPANIED WITH FULL PAYMENT

NAME OF EVENT: WDI / LCID 2022

- FURNITURE PACKAGE \$ _____
- RENTAL CARPET AND PADDING \$ _____
- RENTAL TABLES AND SKIRTING \$ _____
- RENTAL CHAIR & ACCESSORIES \$ _____
- RENTAL PLANTS \$ _____
- MATERIAL HANDLING (Tax Exempt Service) \$ _____
- SERVICE LABOR \$ _____
- FORKLIFT SERVICE \$ _____
- VACUUMING \$ _____

SUB TOTAL \$ _____

CANCELLATION POLICY: ORDERS CANCELLED PRIOR TO MOVE-IN WILL BE CHARGED 50% OF THE ORIGINAL PRICE. ORDERS CANCELLED AFTER MOVE-IN BEGINS WILL BE CHARGED 100% OF THE ORIGINAL PRICE. CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.

TAX 7.5 % \$ _____

TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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WDI / LCID 2022

SPECIAL FURNITURE PACKAGES

The packages below are quoted per 10' x 10' Booths. **STANDARD SHOW COLORS** will be used for CARPET and TABLE SKIRTING. **NO SUBSTITUTIONS** on CHAIRS, TABLES, ETC. Special Furniture Packages **WILL NOT BE OFFERED AFTER**

DEADLINE DATE: MONDAY, AUGUST 1

QTY. DESCRIPTION

STANDARD PACKAGE

1 - 6' Skirted Table

2 - Chairs

1 - Waste Basket with Liner

COST FOR PACKAGE _____ \$ 100.30

PREMIUM PACKAGE

1 - 6' Skirted Table

2 - Chairs

1 - 10' x 10' Carpet

1 - Waste Basket with Liner

COST FOR PACKAGE _____ \$ 210.80

PLATINUM PACKAGE

1 - 6' Skirted Table

2 - Padded Arm Chairs

1 - 10' x 10' Carpet with Padding

1 - Waste Basket with Liner

COST FOR PACKAGE _____ \$ 333.20

CANCELLATION POLICY:

ORDERS CANCELLED PRIOR TO MOVE IN WILL BE CHARGED 50% OF THE ORIGINAL PRICE. ORDERS CANCELLED ON OR AFTER MOVE-IN WILL BE CHARGED 100% OF THE ORIGINAL PRICE. CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.

SUB TOTAL \$ _____

SALES TAX 7.5 % \$ _____

TOTAL AMOUNT \$ _____



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WDI / LCID 2022

DISCOUNT PRICING DEADLINE:

MONDAY, AUGUST 1

CARPET AND PADDING

BELOW PRICING INCLUDES: INSTALLING, TAPING OF CARPET, VACUUMING ONCE BEFORE

INITIAL START OF EVENT. Discount Price Padding(1/4 thick) \$1.00 sq./ft. Standard Price \$1.30 sq./ft.

CARPET COLORS:

BLACK GRAY BLUE RED

INLINE BOOTHS:

	DISCOUNT	STANDARD	AMOUNT
_____ 9' x 10'	\$ 130.00	\$ 169.00	\$ _____
_____ 9' x 10' with Padding	\$ 220.00	\$ 286.00	\$ _____
_____ 9' x 20'	\$ 260.00	\$ 338.00	\$ _____
_____ 9' x 20' with Padding	\$ 440.00	\$ 572.00	\$ _____
_____ 9' x 30'	\$ 390.00	\$ 507.00	\$ _____
_____ 9' x 30' with Padding	\$ 660.00	\$ 858.00	\$ _____
_____ 9' x 40'	\$ 520.00	\$ 676.00	\$ _____
_____ 9' x 40' with Padding	\$ 880.00	\$ 1,144.00	\$ _____

ISLAND AND PENINSULA BOOTHS:

_____ 20' x 20'	\$ 676.00	\$ 878.80	\$ _____
_____ 20' x 20' with Padding	\$ 1,076.00	\$ 1,398.80	\$ _____
_____ 20' x 30'	\$ 1,014.00	\$ 1,318.20	\$ _____
_____ 20' x 30' with Padding	\$ 1,614.00	\$ 2,098.20	\$ _____
_____ 20' x 40'	\$ 1,352.00	\$ 1,757.60	\$ _____
_____ 20' x 40' with Padding	\$ 2,152.00	\$ 2,797.60	\$ _____

ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM

ALL SHOW SITE ORDERS HAVE AN ADDITIONAL 20% CHARGE ADDED TO STANDARD PRICING

CANCELLATION POLICY

ORDERS canceled prior to move-in will be charge 50% of the original price.
Orders canceled after move-in begins will be charged 100% of the original price.
CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.

SUB TOTAL	\$ _____
SALES TAX 7.5%	\$ _____
TOTAL	\$ _____



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DISCOUNT PRICING DEADLINE:

MONDAY, AUGUST 1

TABLE & SKIRTING RENTAL

PLAIN TABLE = WHITE VINYL TOP ONLY - SKIRTED TABLE = WHITE VINYL TOP WITH THREE SIDES SKIRTED

TABLE SKIRT COLORS: Blue Black Red Navy Gold White Teal Burgundy

REGULAR HEIGHT TABLE 30" HIGH x 2' WIDE

QTY	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	2' x 4' x 30" Skirted	\$ 75.00	\$ 97.50	\$ _____
_____	2' x 4' x 30" Plain	\$ 45.00	\$ 58.50	\$ _____
_____	2' x 6' x 30" Skirted	\$ 80.00	\$ 104.00	\$ _____
_____	2' x 6' x 30" Plain	\$ 50.00	\$ 65.00	\$ _____
_____	2' x 8' x 30" Skirted	\$ 90.00	\$ 117.00	\$ _____
_____	2' x 8' x 30" Plain	\$ 55.00	\$ 71.50	\$ _____
_____	36" x 30" Round Covered Table	\$ 65.00	\$ 84.50	\$ _____
_____	Table(s) 4th Side Skirted	\$ 30.00	\$ 39.00	\$ _____
_____	30" Skirt Only	\$ 30.00	\$ 39.00	\$ _____

COUNTER HEIGHT TABLE 40" HIGH x 2' WIDE

_____	2' x 4' x 40" Skirted	\$ 90.00	\$ 117.00	\$ _____
_____	2' x 4' x 40" Plain	\$ 60.00	\$ 78.00	\$ _____
_____	2' x 6' x 40" Skirted	\$ 95.00	\$ 123.50	\$ _____
_____	2' x 6' x 40" Plain	\$ 65.00	\$ 84.50	\$ _____
_____	2' x 8' x 40" Skirted	\$ 105.00	\$ 136.50	\$ _____
_____	2' x 8' x 40" Plain	\$ 70.00	\$ 91.00	\$ _____
_____	36" x 40" Round Covered Table	\$ 80.00	\$ 104.00	\$ _____
_____	Table(s) 4th Side Skirted	\$ 45.00	\$ 58.50	\$ _____
_____	40" Skirt Only	\$ 45.00	\$ 58.50	\$ _____

ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM

**SHOW SITE ORDERS WILL HAVE AN ADDITIONAL 20% CHARGE
ADDED TO STANDARD PRICING**

CANCELLATION POLICY
Orders canceled prior to move-in will be charged 50% of the original price.
Orders canceled after move-in begins will be charged 100% of the original price.
CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.

SUB TOTAL \$ _____

SALES TAX 7.5 % \$ _____

TOTAL \$ _____



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DISCOUNT PRICING DEADLINE:

MONDAY, AUGUST 1

RENTAL CHAIR & ACCESSORIES FORM

QTY	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	Stacking Chair	\$ 13.00	\$ 16.90	\$ _____
_____	Padded Arm Chair	\$ 40.00	\$ 52.00	\$ _____
_____	Bar Stool	\$ 45.00	\$ 58.50	\$ _____
_____	Waste Basket With Liner	\$ 12.00	\$ 15.60	\$ _____
_____	Aluminum Easel	\$ 30.00	\$ 39.00	\$ _____
_____	Clamp On Lights	\$ 40.00	\$ 52.00	\$ _____
_____	Literature Rack (Metal)	\$ 50.00	Pre-Order Only	\$ _____
_____	Black Locking Display Case 48" Full Vision Case	\$450.00	Pre-Order Only	\$ _____

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SHOW SITE ORDERS WILL HAVE AN ADDITIONAL 20% CHARGE ADDED TO STANDARD PRICING

SUB TOTAL \$ _____

SALES TAX 7.5% \$ _____

TOTAL \$ _____

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WDI / LCID 2022

DEADLINE DATE TO ORDER:

MONDAY, AUGUST 1

PLANT RENTAL FORM

BLOOMING & POTTED PLANTS

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Azaleas	\$ 75.00	\$ _____
_____	Chrysanthemums	\$ 60.00	\$ _____
_____	Ferns	\$ 60.00	\$ _____
_____	Assorted Blooming Plants	\$ 60.00	\$ _____

TUBBED FLOOR PLANTS

_____	3 to 4 ft.	\$ 88.00	\$ _____
_____	4 to 6 ft.	\$ 113.00	\$ _____
_____	6 to 8 ft.	\$ 138.00	\$ _____

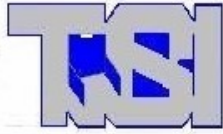
FLOWERS

_____	Vase Arrangement	\$ 113.00	\$ _____
_____	All Around	\$ 138.00	\$ _____
_____	One Sided	\$ 88.00	\$ _____
_____	Long & Low	\$ 100.00	\$ _____

Prices shown are for Rental, Delivery, Use During Event and Removal at close of show. IT IS UNDERSTOOD THAT ALL FOLIAGE IS ON A LOAN BASIS ONLY. A REPLACEMENT COST WILL BE CHARGED IF NOT RETURNED.

ALL ORDERS MUST BE ACCOMPANIED WITH FULL PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM

SUB TOTAL	\$ _____
7.5% SALES TAX	\$ _____
TOTAL AMOUNT	\$ _____



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EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

SHOW NAME: WDI / LCID 2022

DEADLINE DATE: MONDAY, AUGUST 1

An Exhibitor Appointed Contractor (EAC) is any contractor other than the Official Contractor providing a service to an Exhibitor within his exhibit space, including (but not limited to) Models, Photographers, Florists, etc. as well as Installation/Dismantling Labor. Exhibitors wishing to get approval to use an EAC must fill out this form and return it to Tradeshow Services, prior to the above deadline date.

For services such as Rigging, Material Handling (including all movement of material and equipment) and Booth Cleaning, No Exception will be made and Tradeshow Services, Inc. must be used.

EXHIBITING COMPANY NAME: _____

BOOTH #: _____ FORM SUBMITTED BY: _____

AUTHORIZATION SIGNATURE: _____

EXHIBITOR COMPANY NAME: _____

CONTACT NAME: _____ TYPE OF WORK: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

**RETURN TO: TRADESHOW SERVICES, INC.
245 HULS DRIVE
ENGLEWOOD, OHIO 45315
OFFICE: (937) 832-0144
TOLL FREE: (855) 263-6858
E-MAIL: debbie@tradeshow-services.com**



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I & D SERVICE LABOR FORM

DEADLINE DATE: **MONDAY, AUGUST 1**

RATES:

STRAIGHT TIME HOURLY RATE
 8:00 am - 5:00 pm
 MONDAY thru FRIDAY.....\$60.00

OVERTIME HOURLY CHARGE
 BEFORE 8:00 A.M. AFTER 5:00 P.M. WEEKDAYS
 ALL DAY SATURDAY,SUNDAY & HOLIDAYS....\$120.00

**IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED
 A ONE HOUR NO SHOW CHARGE WILL BE CHARGED PER MAN.**

PLAN A (SUPERVISION BY TRADESHOW SERVICES,INC.)

To save time and alleviate exhibitor supervision, PLAN A (Supervision by TRADESHOW SERVICES,INC.) is provided so the exhibits may be installed prior to exhibitors arrival. **INCLUDE BLUEPRINTS, PHOTOGRAPHS, SHIPPING INFORMATION, and SET UP INSTRUCTIONS.** Professionally trained personnel are used on installation. When possible, all work is done on **straight time.** **CHARGE FOR SUPERVISION SERVICE IS 30% WITH A MINIMUM OF \$25.00 OF TOTAL LABOR BILL.**

We require **TRADESHOW SERVICES, INC.** to also dismantle and pack our exhibit

LOCATION OF PLANS: _____

NUMBER OF PIECES: _____

***PLEASE FILL OUT INFORMATION BELOW
 SO WE MAY ACCOMMODATE YOUR
 NEEDS ACCORDINGLY***

PLAN B (SUPERVISION BY EXHIBIT PERSONNEL)

Starting time guaranteed only instances where laborers are requested for the start of the working day, 8:00 a.m. unless set-up time is to begin later in the day. While every attempt will be made to provide laborers at the time requested subsequent to 8:00 a.m., such starting time must be approximate. Since laborers are assigned to jobs at the start of the day, it is impossible to gauge exact time of completion of first assignment. It is important that exhibitor check the man ordered, both in and out at the service desk. All work to be done under the supervision of the exhibitor or his representative.

<u>Labor For Installation</u>	<u>Number Of Laborers Needed</u>	<u>Estimated Hours Each Laborer</u>	<u>Start Time</u>	<u>Date</u>
Move In Day 1	_____	_____	_____	_____
Move In Day 2	_____	_____	_____	_____

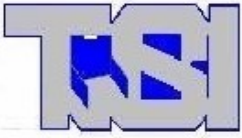
<u>Labor For Dismantle</u>	<u>Number Of Laborers Needed</u>	<u>Estimated Hours Each Laborer</u>	<u>Start Time</u>	<u>Date</u>
Move Out Day 1	_____	_____	_____	_____
Move Out Day 2	_____	_____	_____	_____

NAME OF SUPERVISOR _____ PHONE () _____

CALCULATION OF ORDER : No. of Laborers _____ X HRS. per Laborer _____ = _____ Total Hours
 Total Hours _____ X Rate per Hour _____ = \$ _____ Total Due

NOTE: *We understand that your calculation is only an estimate. Invoicing will be done from the actual hours worked*

SUB TOTAL \$ _____ SALES TAX 7.5% \$ _____ TOTAL \$ _____



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ADVANCE WAREHOUSE ESTIMATED MATERIAL HANDLING

ADVANCE WAREHOUSE SHIPMENTS DEADLINE DATE: *MONDAY, AUGUST 1*

**ADVANCE WAREHOUSE SHIPMENT _____ \$ 0.62 PER LB.
A 200 lb. minimum charge per shipment**

RATE ABOVE INCLUDES:

- *Storage at Warehouse up to 30 days prior to show opening
- *Delivery to Show Site and placement at your booth
- *Removal and Return of empty containers, crates, pallets, et.
- *Loading of Outbound Shipment from Show Site

Exhibitors are responsible for making own shipping arrangements. Blank BOL & Shipping Labels will be available at Tradeshow Services, Inc. Service Desk. Tradeshow Services, Inc. assumes no responsibility for shipments that do not have completed BOL. ANY FREIGHT NOT PICKED UP WILL BE FORCED OUT BY ABF AT EXHIBITORS EXPENSE

EXHIBITORS WITH OUTBOUND FREIGHT MUST COMPLETE A BOL AT THE TRADESHOW SERVICES SERVICE DESK.

CALCULATION OF MATERIAL HANDLING CHARGE:

TOTAL LBS. (200 LB. MINIMUM) _____ x Rate (0.62) = \$ _____

We understand that your calculation is an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

PLEASE SUBMIT THIS FORM WITH FULL PAYMENT ON OR BEFORE DEADLINE DATE

TOTAL ESTIMATE CHARGES \$ _____

**ADVANCE WAREHOUSE
EXHIBIT MATERIAL**

COMPANY NAME

WDI / LCID 2022

EXHIBITION

BOOTH NUMBER

CARRIER

NUMBER OF PIECES

TO:

ABF

C/O Tradeshow Services, Inc.
8051 Center Point 70 Blvd.
Dayton, OH 45424

MUST ARRIVE BY: MONDAY, AUGUST 1



Tradeshow
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**ADVANCE WAREHOUSE
EXHIBIT MATERIAL**

COMPANY NAME

WDI / LCID

EXHIBITION

BOOTH NUMBER

CARRIER

NUMBER OF PIECES

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ABF

C/O Tradeshow Services, Inc.
8051 Center Point 70 Blvd.
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EXHIBIT MATERIAL**

COMPANY NAME

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BOOTH NUMBER

CARRIER

NUMBER OF PIECES

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**ADVANCE WAREHOUSE
EXHIBIT MATERIAL**

COMPANY NAME

WDI / LCID 2022

EXHIBITION

BOOTH NUMBER

CARRIER

NUMBER OF PIECES

TO:

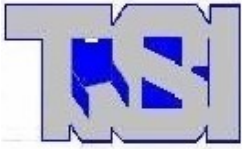
ABF

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DIRECT TO SHOWSITE ESTIMATED MATERIAL HANDLING

SHOW SITE SHIPMENTS WILL BE ACCEPTED ON: *SUNDAY, AUGUST 7 8:00 am – 3:00 pm*
Early arrivals will be turned away

DIRECT SHIPMENT TO SHOW SITE _____ \$0.56 PER LB.

RATE ABOVE INCLUDES:

- *Placement of materials to booth
- *Removal and Return of empty containers, crates, pallets, etc.
- *Loading of Outbound Shipment

CALCULATION OF MATERIAL HANDLING:

Total LBS. (200 lbs. Minimum) _____ lbs. x Rate (0.56) = \$ _____

SMALL PACKAGE SHIPMENTS NOT EXCEEDING 100 LBS (Fed Ex, UPS, Etc.)

First Package \$40.00 Second Package \$20.00 Additional Package \$20.00

SMALL PACKAGE CALCULATION OF MATERIAL HANDLING

First Package (100 lbs. Max.)	\$ 40.00	\$ _____
Second Package (100 lbs. Max.)	\$ 20.00	\$ _____
Each Additional Package	\$20.00 ea.	\$ _____
Total Packages _____		\$ _____

We understand that your calculation is an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

EXHIBITORS ARE RESPONSIBLE FOR MAKING OWN SHIPPING ARRANGEMENTS. BLANK BOL & SHIPPING LABELS WILL BE AVAILABLE AT TRADESHOW SERVICES, INC. SERVICE DESK. TRADESHOW SERVICES, INC. ASSUMES NO RESPONSIBILITY FOR SHIPMENTS THAT DO NOT HAVE COMPLETED BOL. ANY FREIGHT NOT PICKED UP AT SCHEDULED MOVE OUT TIMES, WILL BE FORCED OUT BY ABF AT EXHIBITORS EXPENSE.

EXHIBITORS WITH OUTBOUND FREIGHT MUST COMPLETE A BOL AT THE TRADESHOW SERVICES SERVICE DESK.

PLEASE SUBMIT THIS FORM WITH FULL PAYMENT ON OR BEFORE DEADLINE DATE

TOTAL ESTIMATE CHARGES \$ _____

**DIRECT SHOW SITE
EXHIBIT MATERIAL**

COMPANY NAME

WDI / LCID 2022

EXHIBITION

BOOTH NUMBER

CARRIER

NUMBER OF PIECES

TO:

**DAYTON CONVENTION CENTER
C/O Tradeshow Services, Inc.
22 E. FIFTH STREET
DAYTON, OHIO 45402**

**TO BE DELIVERED ON SUNDAY, AUGUST 7
8:00 am – 3:00 pm**



**DIRECT SHOW SITE
EXHIBIT MATERIAL**

COMPANY NAME

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EXHIBITION

BOOTH NUMBER

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NUMBER OF PIECES

TO:

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**TO BE DELIVERED ON SUNDAY, AUGUST 7
8:00 am – 3:00 pm**





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tradeshow-services.com**

**P 937 832-0144
T 855 263-6858
F 937 832-1904**

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

WDI / LCID 2022

DEADLINE DATE: MONDAY, AUGUST 1

FORKLIFT SERVICE FORM

RATES:

STRAIGHT TIME HOURLY RATE
8:00 A.M. - 5:00 P.M.
MONDAY thru FRIDAY.....\$100.00

OVERTIME & SHOW SITE ORDER HOURLY RATE
BEFORE 8:00 A.M. AFTER 5:00 P.M. WEEKDAYS,
ALL DAY SATURDAY, SUNDAY & HOLIDAYS....\$150.00

NOTE: THE ABOVE RATES ARE PER HOUR OR ANY PART OF AN HOUR. This fee will be charged each time a driver is sent to a booth. (i.e. Exhibitor orders the service at 1:00pm and lasts for 15 mins. A ONE hour fee will be charged. The exhibitor requests the service again at 3:00pm and lasts 30mins. another ONE hour fee will be charged). THIS SERVICE DOES NOT REPLACE FREIGHT MATERIAL HANDLING SERVICE.

MOVE IN SCHEDULE

DAY 1 DATE _____ # LIFTS _____ TIME _____

DAY 2 DATE _____ # LIFTS _____ TIME _____

TOTAL HOURS ST _____ SHOW SITE _____ OT _____

MOVE OUT SCHEDULE

DAY 1 DATE _____ # LIFTS _____ TIME _____

DAY 2 DATE _____ # LIFTS _____ TIME _____

TOTAL HOURS ST _____ SHOW SITE _____ OT _____

****THE EXHIBITOR IS RESPONSIBLE TO CHECK IN WITH TRADESHOW SERVICES, INC. SERVICE DESK WHEN FORKLIFT IS NEEDED****

SUB TOTAL \$ _____

SALES TAX 7.5 % \$ _____

TOTAL \$ _____



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VACUUMING

CARPET CLEANING:

Carpet Rented from **TRADESHOW SERVICES, INC.** is Vacuumed **Once** before opening of Event at **NO CHARGE**

Vacuuming daily thereafter - \$.30 per sq. ft.

When ordering vacuuming service calculate # of _____ days.
 Vacuuming _____ (square feet) x \$.30 sq. ft. (rate) x _____ (number of days) = \$ _____

EXHIBIT CLEANING:

Cleaning & Dusting of Display Background and Furnishings **ONCE** before initial opening of show- \$30.00 per hour/1 hour minimum

Cleaning & Dusting of Display Background and Furnishings **DAILY** thereafter \$30.00 per hour/1 hour minimum

When ordering Exhibit Cleaning Service: Calculate # of _____ Days
 Cleaning _____ (hours) x \$30.00 (rate) per hour x _____ (number of days) = \$ _____

SUB TOTAL \$ _____
 7.5 % SALES TAX \$ _____
 TOTAL \$ _____