



EXPOSITION SERVICES, LLC
281-399-2808
www.spiritexpo.com

Dear Exhibitor,

We are pleased that **PTO Today Parent Group Expo** has selected Spirit Exposition Services as your Official Service Contractor. Our goal is to help make sure your show participation is a success.

Please review these forms carefully. It contains information and order forms for each of the many services offered by Spirit Exposition Services. If we are to serve you efficiently, it is most important that you return these forms to us promptly. We will confirm your order has been received by e-mail within 48 hours. Please provide us with your e-mail address when you place the order.

To qualify for discount prices, we must receive orders on or before the deadline date (s) on the order forms.

We accept MasterCard, Visa, American Express credit cards as well as checks and/or cash. Please do not send cash in the mail.

Spirit requires payment in full at the time services are ordered.

We realize that exhibiting in a tradeshow can be complicated. If you need assistance or additional information, please call Spirit at (281) 399-2808. In addition, our Service Center will be available to exhibitors during exhibitor move in to assist you.

We look forward to serving you.

Sincerely,
Spirit Exposition Services, LLC

SHOW INFORMATION

Each 8' x 10' space will include:

8' high back pipe & drape (black & white)	1 - 6' x 24" topped & draped display table	1 - wastebasket
3' high side pipe & drape (black or white)	2 - contour chairs	1 - 7" x 44" ID sign

PRODUCTION TIMELINE

Exhibitor Move In:	Wednesday April 8, 2015	3:00 PM - 6:00 PM
	Thursday April 9, 2015	7:00 AM - 8:30AM
Expo Opens:	Thursday April 9, 2015	9:00 AM - 2:00 PM
Exhibitor Move Out:	Thursday April 9, 2015	2:00 PM - 5:00 PM



CARPET ORDER FORM

EXPOSITION SERVICES, LLC
281-399-2808
www.spiritexpo.com

Expo Name: PTO **Date:** April 9, 2015 **City:** Conroe, Tx

Return To: Spirit Exposition Services, LLC 22955 Antique Ln. New Caney, TX, 77357 Fax to: 281-399-8625

COMPANY			BOOTH NUMBER		
ADDRESS	STREET	CITY	STATE	ZIP	COUNTY
PHONE		FAX			
<input checked="" type="checkbox"/>		AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT PERSON- PLEASE PRINT	
				DATE	

DISCOUNT PRICE DEADLINE: April 3, 2015

BOOTH CARPET

Please mark your color selection:

Blue Red Black Gray Teal

Standard Size Booth Carpet

Rental includes installation, front edge taping and pick up at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match.

<u>Quantity</u>	<u>Regular</u>	<u>Discount</u>	<u>TOTAL</u>
___ 9'x 10'	\$115.00	\$80.00	___
___ 9'x 20'	\$210.00	\$155.00	___
___ 9'x 30'	\$310.00	\$215.00	___
___ 9'x 40'	\$425.00	\$325.00	___

Prices above include taping front aisle edge only

___ Feet of additional taping @ \$1.00 per linear foot _____

Plastic covering for protection

___ Square feet @ .30 per sq. ft. (Includes installation and removal) _____

FOAM PADDING

Add a layer of comfort with 9/16" foam padding

Padding Size ___x___ = ___sq. ft \$1.15 .75 _____

CUSTOM SIZE BOOTH CARPET

This nylon carpet is cut specifically to booth measurements. Rental includes installation, all necessary taping, plastic covering for protection and pick up at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids and display fixtures include a floor plan and a quote will be forwarded before proceeding.

Carpet Size ___x___ = ___sq. ft \$2.50 \$1.65 _____

Total _____

Cancellation Policy: Plush carpet and Custom Size Booth Carpet cancelled after being cut will charged at 100%. All other items cancelled, will be charged at 50% of original price after move-in begins and 100% of original price after installation.



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FLORAL ORDER FORM

EXPO NAME: PTO Today Inc. DATE: April 9, 2015 CITY: Conroe, TX

RETURN TO: Spirit Exposition Services, LLC 22955 Antique Ln. New Caney, Tx. 77357 or FAX TO: 281-399-8625

Company _____ Booth Number _____

Address Street City State Zip

Phone _____ Fax _____

Authorized Contact Signature _____ Authorized Contact Person- Please Print _____ Date _____

ORDER DEADLINE DATE: April 3, 2015
(Show site orders can not be accepted)

Rental	Each	Qty	Total	
3' green plant	\$50.00	___	___	
4' green plant	\$60.00	___	___	
Fern - 10" pot	\$30.00	___	___	
Ivy - 10" pot	\$30.00	___	___	
Mums -10" pot	\$30.00	___	___	_____specify color
Arranged Center Piece (Approximately 18" h x 12" width)	\$85.00	___	___	

SPECIAL INSTRUCTIONS:

Total _____



FURNITURE & ACCESSORIES ORDER FORM

EXPOSITION SERVICES, LLC
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www.spiritexpo.com

Expo Name: PTO **Date: April 8, 2015** **City: Conroe TX**

RETURN TO: Spirit Expo 22955 Antique Ln. New Caney, TX. 77357 or Fax To: 281-399-8625 Email: bess@spiritexpo.com

Company		Booth Number		
Address	Street	City	State	Zip
Phone		Fax		
Authorized Contact Signature		Authorized Contact Person - Please Print		Date

DISCOUNT PRICE DEADLINE: April 3, 2015

<u>QUANTITY</u>	All Prices in U.S. Dollars	REGULAR	DISCOUNT	TOTAL
CHAIRS				
___	Contemporary Side, gray	20.00	15.00	_____
___	Plastic Contour Chair, gray	15.00	10.00	_____
___	Counter Stools	35.00	30.00	_____
TABLES				
___	Round 30" D x 42" H	95.00	85.00	_____
___	Round 30" D x 30" H	80.00	70.00	_____
___	Round 24" D x 42" H	70.00	60.00	_____
___	Round 24" D x 30" H	60.00	50.00	_____
DISPLAY TABLES 24" w x 30" h x 4', 6', 8' long				
___	4' Undraped 65.00 50.00	___	4' Draped 80.00 65.00	_____
___	6' Undraped 75.00 60.00	___	6' Draped 95.00 80.00	_____
___	8' Undraped 90.00 75.00	___	8' Draped 105.00 90.00	_____
DISPLAY COUNTERS 24" w x 42" h x 4', 6', 8' long				
___	4' Undraped 80.00 65.00	___	4' Draped 95.00 80.00	_____
___	6' Undraped 90.00 75.00	___	6' Draped 105.00 90.00	_____
___	8' Undraped 105.00 90.00	___	8' Draped 120.00 105.00	_____

Draping for tables and counters- white vinyl top and pleated drape on 3 sides

Mark draping color:

___ Black ___ Gray ___ White ___ Teal
___ Blue ___ Red ___ Plum

ACCESSORIES

___	Bag Stand, chrome	35.00	30.00	_____
___	Easel, adjustable aluminum	20.00	15.00	_____
___	Waste Basket	8.00	5.00	_____
___	Chrome Sign holder	35.00	30.00	_____
___	Tack Board (4'x 8')	125.00	100.00	_____
___	Standing Park Light	80.00	60.00	_____
___	Park Bench	80.00	60.00	_____
___	Risers - (36"x 12")	20.00	15.00	_____

CUSTOM BOOTH DRAPE

8' H Back Drape and 36' H Side Drape- 4 feet minimum order

Mark drape color: ___ Black ___ Gray ___ Red ___ Plum ___ Gold
___ Blue ___ White ___ Teal ___ Green

___	Linear Ft. of Back Drape per ft.	11.00	6.00	_____
___	Linear Ft. of Side Drape per ft.			_____

TOTAL _____



CUSTOM CLEANING

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Expo Name: **PTO** Date: **April 9, 2015** City: **Conroe, Tx**

Return To: Spirit Exposition Services, LLC 22955 Antique Ln New Caney Tx. 77357 or Fax To: 281-399-8625

COMPANY	BOOTH #	
ADDRESS	PHONE	FAX
X		
AUTHORIZED SIGNATURE	AUTHORIZED PERSON - PLEASE PRINT	DATE

ALL RATES BASED ON GROSS BOOTH AREA - 100 SQUARE FOOT MINIMUM

Vacuuming Booth Carpet

Trash Disposal ___ one time only18c per sq. ft.

___ daily15c per sq. ft.

Quantity

Number of Sq. Ft. _____ at _____ c = \$ _____ x _____ day(s) = \$ _____

Special Instructions:

TOTAL _____



I & D ORDER FORM

EXPOSITION SERVICES, LLC
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www.spiritexpo.com

Expo Name: **PTO** Date: **April 9, 2015** City: **Conroe TX**

RETURN TO: **Spirit Exposition Services, LLC 22955 Antique Ln New Caney Tx. 77357 Fax to: 281-399-8625**

COMPANY					BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTY	
PHONE		FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE	

SUPERVISION SERVICES

_____ **Spirit Supervised** (Proceed)
Spirit will supervise labor to:
Unpack and install display before exhibitor arrival at show site
Dismantle, pack and arrange to ship display after show closing

_____ **Exhibitor Supervised** (Do Not Proceed)
Exhibitor will supervise:
Installation
Exhibitor will need workers on (date)_____ at (time)_____ a.m. p.m. for (hours) _____
Dismantle
Exhibitor will need workers on (date)_____ at (time)_____ a.m. p.m. for (hours) _____

Please check in at Spirit Service Center one half (1/2) hour before scheduled time. Labor canceled without twenty-four (24) hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one hour (1) No-Show charge per worker will apply.

DISPLAY LABOR RATES : \$45.00 per hour per man

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. All rates are subject to change if necessitated by increased labor costs.

Estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	<u>No. of Workers x Hours / Worker = Total Worker Hours</u>	<u>@ Rate</u>	<u>Total</u>
Installation	_____	_____	_____
Dismantle	_____	_____	_____
			Total _____



FREIGHT HANDLING ORDER FORM

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Expo Name: PTO **Date:** April 9, 2015 **City:** Conroe TX

Return To: Spirit Exposition Services 22955 Antique Ln. New Caney, TX. 77357 or Fax To: 281-399-8625

COMPANY

ADDRESS STREET CITY STATE ZIP COUNTY

PHONE FAX

X
AUTHORIZED CONTACT PERSON SIGNATURE AUTHORIZED CONTACT PERSON - PLEASE PRINT DATE

FREIGHT HANDLING RATES

ADVANCE SHIPMENTS TO WAREHOUSE	ROUND-TRIP RATES, PER SHIPMENT USE INCOMING WEIGHT ONLY & ROUND UP TO NEXT 100LBS. <u>SHIPMENT WEIGHT X RATE/100 LBS.</u>		<u>ESTIMATED CHARGES</u>
Crated Only	_____ lbs.	\$45.00	_____
Uncrated	_____ lbs.	\$50.00	_____

DIRECT SHIPMENTS TO EXHIBIT SITE	<u>SHIPMENT WEIGHT X RATE/100 LBS.</u>		<u>ESTIMATED CHARGES</u>
Crated	_____ lbs.	\$45.00	_____
Uncrated	_____ lbs.	\$50.00	_____

SMALL PACKAGE	<u>NO. OF CARTONS X FIRST CARTON</u>	<u>EACH ADD'L. CARTON</u>	<u>ESTIMATED CHARGES</u>
	_____	\$20.00	\$5.00

CARTONS & ENVELOPES SHIPPED WITHOUT DOCUMENTATION WILL BE DELIVERED WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION. MAX. 50 LBS.

ESTIMATED CHARGES _____

ARRIVAL DATES FOR SHIPMENTS

ADVANCE: April 3, 2015
DIRECT: April 8, 2015



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PAYMENT POLICY

PAYMENT FOR SERVICES

Spirit requires payment in full at the time services are ordered. Further, Spirit requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

DISCOUNT PRICES

To qualify for discount pricing, orders must be received on or before the discount price deadline(s).

METHOD OF PAYMENT

Spirit Exposition Services accepts MasterCard, Visa, American Express and checks. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank.*

TAX EXEMPT

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Spirit office for this show. Spirit must receive your certificate by the deadline date on the order forms, otherwise tax will appear on your invoice.

ADJUSTMENTS AND CANCELLATIONS

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

If you have not received any service or order please make one of our staff aware before or during show hours.

**If you have any questions regarding our payment policy, please
call Spirit offices at 281-399-2808**

* Exhibitors will be charged a \$35.00 fee for returned NSF checks.

SPIRIT

EXPOSITION SERVICES, LLC
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SHIPPING INFORMATION KEEP FOR YOUR RECORDS

FREIGHT HANDLING SERVICES

Spirit Exposition Services is prepared to receive your shipment in advance at our warehouse.
Freight handling charges are in addition to the carrier charges of your freight and a freight handling form must be completed and received by Spirit.

ADVANCED SHIPMENTS TO SPIRIT WAREHOUSE:

Rates Include: Unloading crated freight from the carrier
Storing freight at our warehouse for up to 30 days in advance of the event
Reloading onto truck and delivering to show site
Deliver freight to your booth
Picking up, storing and returning empty shipping containers
Reloading freight for return to specified destination

Last day for shipments to arrive at our warehouse: **April 3, 2015**

Make out Bill of Laden and consign as follows: _____

Name of exhibiting company
Spirit Expo
22955 Antique Ln
New Caney, TX 77357

DIRECT SHIPMENT TO SHOW SITE _____

First day for shipment to arrive at show site: **April 8, 2015**

Make out Bill of Laden and consign as follows:

Name of exhibiting company
PTO
C/O: Spirit Expo
Lone Star Convention Center
9055 Airport Rd
Conroe, TX 77303

EXHIBITOR FREIGHT

MUST BE DELIVERED BY: April 3, 2015

SPIRIT EXPOSITION SERVICES
22955 ANTIQUE LN
NEW CANEY 77357

WAREHOUSE

EVENT: PTO Today Inc
BOOTH # _____
_____ OF _____ PIECES

EXHIBITOR FREIGHT

CAN NOT DELIVER BEFORE: April 8, 2015

LONE STAR CONVENTION CENTER
9055 AIRPORT RD
CONROE, TX 77303
C/O Spirit Expo

SHOW SITE

EVENT: PTO Today Inc
BOOTH # _____
_____ OF _____ PIECES

PLEASE USE THESE LABELS ONLY IF FREIGHT HANDLING FEES HAVE BEEN PAID
PLACE A LABEL ON EACH PIECE SHIPPED
IF MORE ARE NEEDED PLEASE MAKE COPIES