



Show Information

Oklahoma Aerospace Summit

Tulsa Convention Center

June 7, 2011

Official Service Contractor

Event 1 Productions, Inc.
1601 S. 129th W. Ave.
Sand Springs, OK 74063

Phone (Local): 918-245-8006
Fax: 918-245-8007
Online: www.event1inc.net

Show Information

Backwall Drape: Blue
Sidewall Drape: Blue
Table Skirting: Blue

Show Location

Tulsa Convention Center
100 Civic Center
Tulsa, OK 74102

Each Small Booth Package (10X10)

8' Back Drape and 3' Siderail
1- 6' Skirted Table
2- Folding Chairs
1- Wastebasket
1- ID Sign (7'X40")

Important Dates: Be sure to check all order forms for additional information and deadlines:

Friday, May 20:	Discount Deadline for orders received with payment
Monday, May 9:	Advance Shipments may begin arriving at Warehouse
Monday, June 3:	Last day for Advance Shipments to be accepted (4:30 PM CT)
Monday, June 6:	Only days for Direct Shipments to arrive at Exhibit Site

Monday, June 6:	Installation	3:00 pm – 7:00 pm
Tuesday, June 7:	Show Hours	7:00 am - 5:30 pm
Tuesday, June 7:	Dismantle	5:30 pm - 8:30 pm

Exhibitors using a non-official carrier will need to make their own arrangements for pickup. Please make sure that a company representative will be on-site to oversee the outbound shipment of your display and products. All exhibitor freight materials must be removed by 8:00 pm on June 7, or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.

Shipping Addresses

Advance Shipments to Warehouse

Company Name & Booth #
Oklahoma Aerospace Summit
C/O Event 1 Productions, Inc.
YRC
14549 E. Admiral Place
Tulsa, OK 74116

Shipments should arrive between:
May 9-June 3, 2011 by 4:30 pm (CST)

Direct Shipments To Exhibit Site & for Pick-up

Company Name & Booth #
Oklahoma Aerospace Summit
C/O: Event 1 Productions, Inc.
100 Civic Center
Tulsa, OK 74102

Shipments will be accepted only on:
June 6, 2011 by 4:00 pm Central Time

Shipment Pickups will be accepted until:
June 7, 2011 6:00pm – 8:00pm (CST)

All freight that is being delivered directly to the Tulsa Convention Center must be received on June 6, 2011. Freight deliveries sent directly to the facility will be received by Event 1 Productions, Inc. and are subject to Event 1 Productions, Inc. freight handling charges regardless of the consignee, as Event 1 Productions, Inc. is the official show contractor. If your freight arrives at the facility prior to the published freight receiving dates, it will not be accepted. All Freight into the Oklahoma Aerospace Summit will require a material handling and payment form on file before arriving on show site as well as before Freight will be released to exhibitors.

If your company/organization has any special needs or any questions please contact:

Corbin H. Potter
Event 1 Productions, Inc.
918-245-8006 - Office
918-695-5188 - Cellular
Corbin@Event1inc.net

If you need assistance or have questions regarding your booth display needs, hanging signs or assistance with items needed that are not listed within the vendor packet please contact:

Scott Cutten
Event 1 Productions, Inc.
918-245-8006 – Office
918-695-5722 - Cellular
SCutten@Event1inc.net

We look forward to the opportunity to serve you and helping the Oklahoma Aerospace Alliance make this year's Summit a great success!

Sincerely,

Corbin H. Potter
Director of Convention Services
Event 1 Productions, Inc.

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Banner Stands



Barracuda Banner



Orient Banner



Imagine Banner

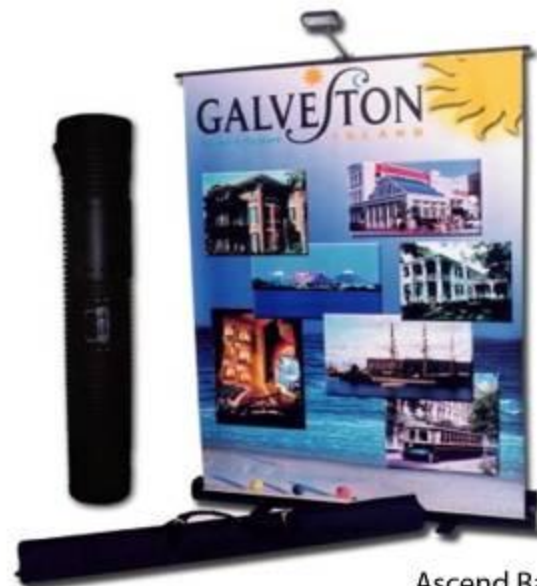


TearDrop Banner



Feather Banner

- Sizes and Pricing on Following Page
- Other Sizes and Styles Available









Ascend Banner



PLEASE RETURN TO:
Event 1 Productions, Inc.
 1601 S. 129th W. Ave.
 Sand Springs, OK 74063
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 F- 918.245.8007

Banner Stands

Show Name	Oklahoma Aerospace Summit 2011		Booth #
Company			Contact Person
Address			City, State, ZIP
Telephone	Fax	Email Address	

Banner Stands	Description Of Item	Price Per Item	Quantity	Total
Barracuda 	Printed on Anti-Curl Vinyl Variable Height Retractable Banner Stand Silver Hardware Printed On Anti Curl Vinyl Telescopic Pole Graphic Tensioner Molded Carrying Bag			
	Graphic Size: 31.5"W X 29.5"H – 83.35"H	Price \$375.00	Quantity	Total
Orient 	Printed on Anti-Curl Vinyl Retractable Banner Stand Black or Silver Hardware Printed On Anti Curl Vinyl 3 Piece Shock Corded Pole Padded Carrying Bag			
	Graphic Sizes:	Price	Quantity	Total
	<u>Orient 800</u> : 31.5"W x 83.25"H	\$350.00		
	<u>Orient 920</u> : 35.5"W x 83.25"H	\$400.00		
	<u>Orient 1000</u> : 39.25"W x 83.25"H	\$450.00		
	<u>Orient 800-2</u> (Double Sided): 31.5"W x 83.25"H	\$525.00		
	<u>Orient 920-2</u> (Double Sided): 35.5"W x 83.25"H	\$575.00		
	<u>Orient 1000-2</u> (Double Sided): 39.25"W x 83.25"H	\$625.00		
Imagine 	Printed on Anti-Curl Vinyl Variable Height Retractable Banner Stand Silver Hardware Interchangeable Graphic Cassette Telescopic Pole Tension Control Molded Carrying Bag			
	Graphic Size 31.5"W x 29.5" To 83.35"H	Price \$420.00	Quantity	Total
Ascend 	Retractable Banner Stand Black Hardware Dye Sub Fabric Print Carrying Bag			
	Graphic Size:	Price	Quantity	Total
	<u>Ascend 52</u> : 52"W x 80"H	\$1,435.00		
	<u>Ascend 68</u> : 68"W x 80"H	\$1,775.00		
TearDrop 	Graphic Size 34"W x 70"H 8.2' Indoor/Outdoor Banner Stand Outdoor Spike Or Indoor X Base Carrying Bag			
		Price	Quantity	Total
	<u>TearDrop</u> : One-Sided Print	\$275.00		
	<u>Tear Drop-2</u> : Two-Sided Print	\$375.00		
Feather 	Graphic Size 23.6"W x 94.5"H 9.84' Indoor/Outdoor Banner Stand Outdoor Spike Or Indoor X Base Carrying Bag			
		Price	Quantity	Total
	<u>Feather</u> : One-Sided Print	\$275.00		
	<u>Feather-2</u> : Two-Sided Print	\$375.00		

Important: All Banner Stands require 3-5 business days for delivery after all artwork has been approved.

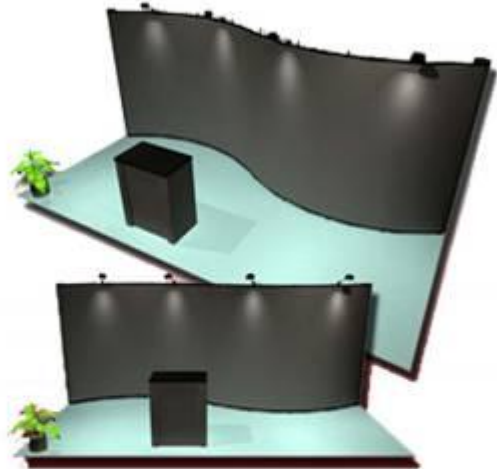
Sub-Total	
Sales Taxes (8.517%)	
Total Due	



Pop Up Displays

Page 1 of 2

PRC1-F Curved



PRC10-F Serpentine



PRC5-F Curved

- Sizes and Pricing on Following Page
- Other Sizes and Styles Available Upon Request



PRC1-G6 Curved



PRC5-G5 Curved








PRC10-G0 Serpentine



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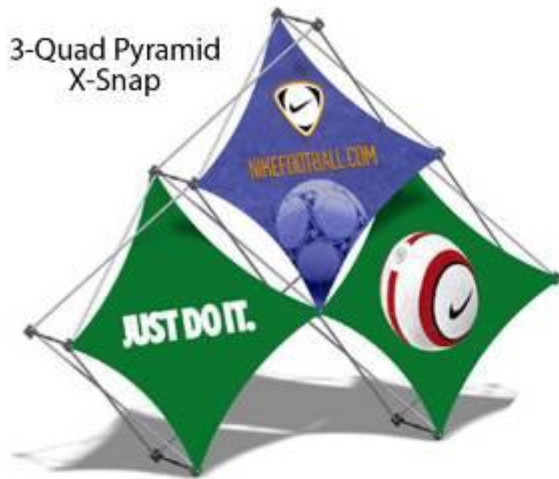
Pop Up Displays Page 1 of 2

Show Name	Oklahoma Aerospace Summit 2011		Booth #
Company			Contact Person
Address			City, State, ZIP
Telephone	Fax	Email Address	

Pop Up Displays	Description Of Item		
PRC5-F Curved 	8' Fabric Pop Up Includes: Frame, Channel Bars, 3 Front Fabric Panels, 2 End Fabric Panels, 2 Lights, Shipping Case, Case To Counter Conversion		
	Display Size: 98.5"W X 88"H	Price \$1,155.00	Quantity <input type="text"/>
PRC1-F Curved 	10' Fabric Pop Up Includes: Frame, Channel Bars, 4 Front Fabric Panels, 2 End Fabric Panels, 2 Lights, Shipping Case, Case To Counter Conversion		
	Display Size: 118.8"W X 94.4"H	Price \$1,393.00	Quantity <input type="text"/>
PRC10-F Serpentine 	20' Fabric Pop Up Includes: 2 Frames, Channel Bars, 8 Front Fabric Panels, 2 End Fabric Panels, 4 Lights, 2 Shipping Cases, 2 Case To Counter Conversions		
	Display Size: 230.5"W X 88"H	Price \$2,590.00	Quantity <input type="text"/>
PRC5-G5 Curved 	8' Graphic Pop Up Includes: Frame, Channel Bars, 3 Front Graphic Panels, 2 End Graphic Panels, 2 Lights, Shipping Case, Case To Counter Conversion With Graphic Wrap		
	Display Size: 98.5"W X 88"H	Price \$1,946.00	Quantity <input type="text"/>
PRC1-G6 Curved 	10' Graphic Pop Up Includes: Frame, Channel Bars, 4 Front Graphic Panels, 2 End Graphic Panels, 2 Lights, Shipping Case, Case To Counter Conversion With Graphic Wrap		
	Display Size: 118.8"W X 94.4"H	Price \$2,167.00	Quantity <input type="text"/>
PRC10-G0 Serpentine 	20' Graphic Pop Up Includes: 2 Frames, Channel Bars, 8 Front Graphic Panels, 2 End Graphic Panels, 4 Lights, 2 Shipping Cases, 2 Case To Counter Conversions With Graphic Wraps		
	Display Size: 230.5"W X 88"H	Price \$3,578.00	Quantity <input type="text"/>

Important: All Pop Up Displays require 5-7 business days for delivery after all artwork has been approved.

Sub-Total	
Sales Taxes (8.517%)	
Total Due	

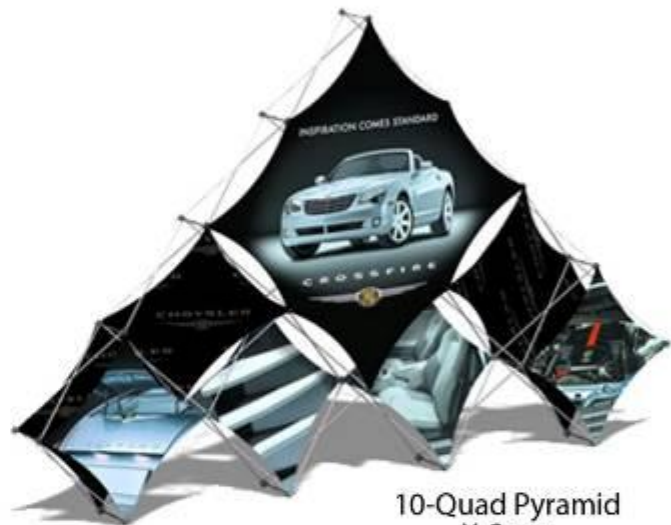


3-Quad Pyramid
X-Snap



2x2 Burst Table Top

- Sizes and Pricing on Following Page
- Other Sizes and Styles Available



10-Quad Pyramid
X-Snap



3x3 Burst



4x3 Burst



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Pop Up Displays Page 2 of 2

Show Name	Oklahoma Aerospace Summit 2011		Booth #
Company			Contact Person
Address			City, State, ZIP
Telephone	Fax	Email Address	

Pop Up Displays	Description Of Item		
3 Quad Pyramid X-Snap 	Panel Graphic Fabric Pop Up Pyramid Shape with Frame Accessories Available At Additional Cost: Lights, Shipping Case, Shelving		
	Display Size: 90"W x 66" H	Price \$707.00	Quantity <input type="text"/>
10 Quad Pyramid X-Snap 	7 Panel Graphic Fabric Pop Up Pyramid Shape with Frame Accessories Available At Additional Cost: Lights, Shipping Case, Shelving		
	Display Size: 178"W x 109.5" H	Price \$2,487.00	Quantity <input type="text"/>
2x2 Burst Table Top 	60" x 60" Graphic Fabric Pop Up with Frame Accessories Available At Additional Cost: Lights, Shipping Case, Table Throw		
	Display Size: 60"W x 60"H	Price \$649.00	Quantity <input type="text"/>
	Display Size with Graphic Endcaps: 85"W x 60"H	Price \$829.00	Quantity <input type="text"/>
3x3 Burst 	88" x 88" Graphic Fabric Pop Up with Frame Accessories Available At Additional Cost: Lights, Shipping Case, Case-To-Counter Conversion With Graphic Cover		
	Display Size: 88"W x 88"H	Price \$1363.00	Quantity <input type="text"/>
	Display Size with Graphic Endcaps: 113"W x 88"H	Price \$1,589.00	Quantity <input type="text"/>
4x3 Burst 	117" x 88" Graphic Fabric Pop Up with Frame Accessories Available At Additional Cost: Lights, Shipping Case, Case To Counter Conversion With Graphic Cover		
	Display Size: 117"W x 88"H	Price \$1,776.00	Quantity <input type="text"/>
	Display Size with Graphic Endcaps: 142"W x 88"H	Price \$1,986.00	Quantity <input type="text"/>

Important: All Pop Up Displays require 5-7 business days for delivery after all artwork has been approved.

Sub-Total	
Sales Taxes (8.517%)	
Total Due	

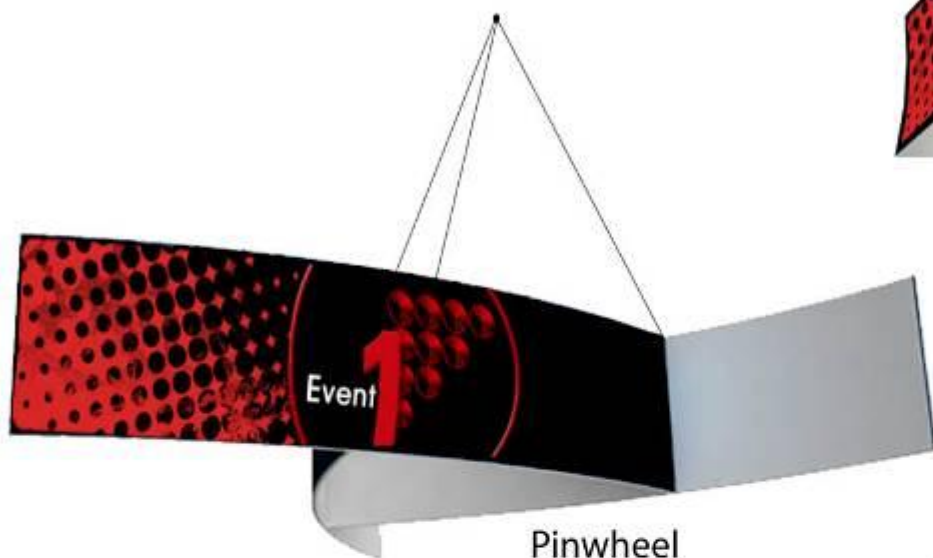


Hanging Structures/Signs

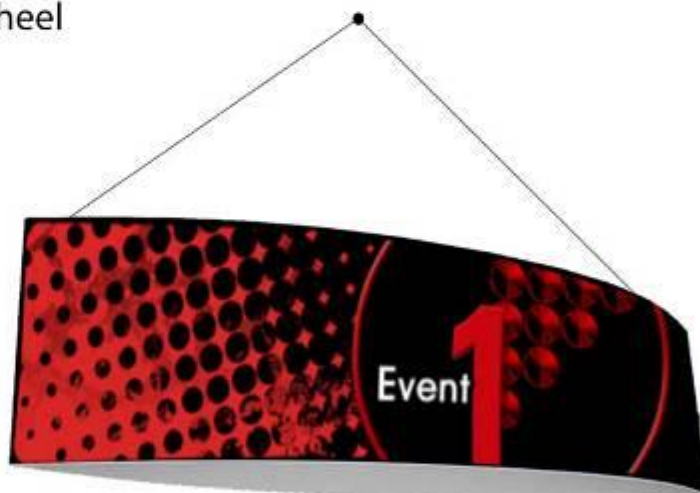
Page 1 of 2



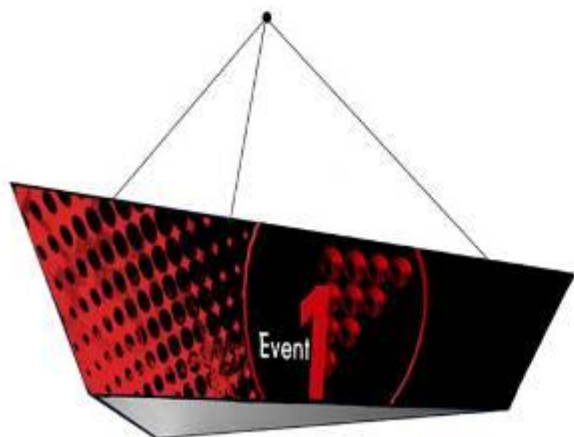
Triangle



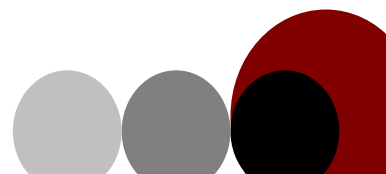
Pinwheel



Football



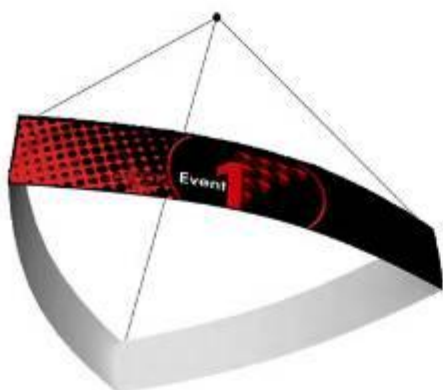
Tapered Triangle





Hanging Structures/Signs

Page 2 of 2



Rounded Triangle



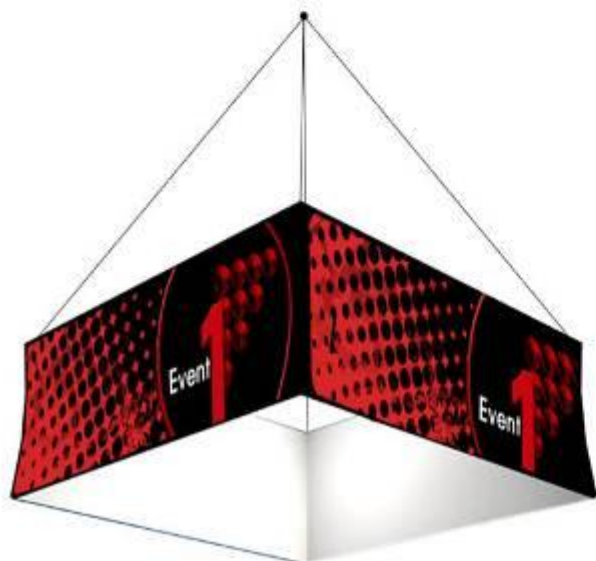
Tapered Circular



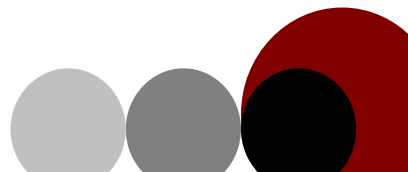
Rounded Square



Circular



Square





Sub-Total	
Sales Taxes (8.517%)	
Total Due	



Literature Racks





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 Sand Springs, OK 74063
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 F- 918.245.8007

Literature Racks

Show Name	Oklahoma Aerospace Summit 2011		Booth #
Company			Contact Person
Address			City, State, ZIP
Telephone	Fax	Email Address	

Literature Racks	Description Of Item			
EZ Frost Literature Racks 	6 Frosted Plastic Shelves Double Sided Collapsible Silver Frame Dual Display Heights (50.5"H or 59.5"H) Holds Standard Size Literature Hard Carry Case			
	Sizes:	Price	Quantity	Total
	EZ Frost: 9"W x 12.25"H	\$149.00		
	EZ Frost Double: 16.5"W x 12"H	\$199.00		
5-Step Literature Rack 	5 Shelves (Each Hold Letter Size Literature) 1.5" Deep Collapsible Silver Frame Black Base 56" Display Height Soft Carry Case			
		Price	Quantity	Total
	5-Step Literature Rack	\$129.00		
Mesa Literature Rack 	3 Shelves (Each Hold Letter Size Literature) Collapsible Black Frame Table Top Style 20.25"W x 14.5"D x 39"H Hard Carry Case			
		Price	Quantity	Total
	Mesa Literature Rack	\$139.00		
Zedup Literature Racks 	6 Pocket Rack Double Sided Black or Silver Steel Collapsible Frame Soft Carry Bag			
		Price	Quantity	Total
	Zedup 1: Holds Letter Size Literature	\$145.00		
	Zedup 2: 17.5"W x 11"H	\$209.00		
Illusion Literature Rack 	4 Pocket Rack (Each Hold Letter Size Literature) Black or Silver Steel Collapsible Frame Soft Carry Case			
		Price	Quantity	Total
	Illusion Literature Rack	\$125.00		
Innovate Literature Rack 	10 Slot Wire Racks (Each Hold Letter Size Literature) Black or Silver Steel Frame Breaks Down Into Three Pieces Carry Bag			
		Price	Quantity	Total
	Innovate Literature Rack	\$149.00		
Titan Literature Rack 	8 Pocket Rack (Each Hold Letter Size Literature) Double Sided Black or Silver Steel Frame Breaks Down into Three Pieces Carry Bag			
		Price	Quantity	Total
	Titan Literature Rack	\$229.00		
Jazz Literature Rack 	3 Pocket Rack (Each Hold Letter Size Literature) 1" Deep Racks Black or Silver Steel Frame Breaks Down into Three Pieces Carry Bag			
		Price	Quantity	Total
	Jazz Literature Rack	\$149.00		
Victory Literature Rack 	2 Slot Wire Rack (Each Hold Letter Size Literature) 6" Deep Racks Black or Silver Steel Frame Snap Together Carry Bag			
		Price	Quantity	Total
	Victory Literature Rack	\$155.00		

Important: All Literature Racks require 3-5 business days for delivery after all artwork has been approved.

Sub-Total	
Sales Taxes (8.517%)	
Total Due	



Standard Booth Furniture

Standard Counter
High Stool



Skirted Tables



Padded Arm Chair



Premium Folding Chair



**Other Styles Available
Payment info on following Page**

Styles may vary due to availability



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 F- 918.245.8007

Standard Booth Furniture

Show Name	Oklahoma Aerospace Summit 2011		Booth #
Company			Contact Person
Address			City, State, ZIP
Telephone	Fax	Email Address	

Item Description	Discount Rate	<u>New Low Rate</u>	Standard Rate	Quantity	Total
Padded Arm Chairs	\$35.00		\$43.75		
Standard Counter High Stools	\$45.00		\$56.25		
Folding Chairs (Black)	\$10.00		\$12.50		
Wastebaskets	\$10.00		\$12.50		
4qTable-Non Skirted	\$50.00	\$40.00	\$62.50		
4qTable-Skirted	\$65.00	\$55.00	\$81.25		
6qTable-Non Skirted	\$60.00	\$50.00	\$75.00		
6qTable-Skirted	\$75.00	\$65.00	\$93.75		
8qTable-Non Skirted	\$70.00	\$60.00	\$87.50		
8qTable-Skirted	\$85.00	\$75.00	\$106.25		
Convert Provided Table to Counter High:	\$35.00	\$25.00	\$43.75		
4qTable Counter High-Non Skirted	\$60.00	\$50.00	\$75.00		
4qTable Counter High-Skirted	\$75.00	\$65.00	\$93.75		
6qTable Counter High-Non Skirted	\$70.00	\$60.00	\$87.50		
6qTable Counter High-Skirted	\$85.00	\$75.00	\$106.25		
8qTable Counter High-Non Skirted	\$80.00	\$70.00	\$100.00		
8qTable Counter High-Skirted	\$95.00	\$85.00	\$118.75		
60+Round and Linen	\$75.00		\$93.75		
30+Round and Linen	\$55.00		\$68.75		
30+Highboy Round and Linen	\$75.00		\$93.75		
Extra Table Skirts (Standard Size)	\$30.00	\$20.00	\$37.50		
Extra Counter High Skirts	\$40.00	\$30.00	\$50.00		

Discount Deadline: **May 20, 2011 @ 5:00pm (CST)**

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	
Sales Taxes (8.517%)	
Fuel Charge (4%)	
Total Due	



Premium Booth Furniture

Black Leather Chair



Black Leather Loveseat



Premium Counter
High Stool



Black Leather Couch



Presentation Board



- Other Styles Available
- Payment info on following Page

Blank Lumaline Counter



Lumaline Counter
w/ Custom Graphics



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Premium Booth Furniture

Show Name	Oklahoma Aerospace Summit 2011	Booth #
Company		Contact Person
Address		City, State, ZIP
Telephone	Fax	Email Address

Item Description	Discount Rate	Standard Rate	Quantity	Total
Black Leather Couches	\$400.00	\$500.00		
Black Leather Loveseats	\$300.00	\$375.00		
Black Leather Chairs	\$150.00	\$187.50		
Premium Counter High Stools	\$65.00	\$81.25		
Coffee Tables	\$65.00	\$81.25		
End Tables	\$45.00	\$56.25		
6 Pocket Literature Rack	\$65.00	\$81.25		
8'X4' Presentation Boards	150.00	187.50		
Logo on Vendor ID sign *	\$15.00	\$18.75		
Lumaline Reception Counter w/ Graphics	\$450.00	562.50		
Lumaline Reception Counter -Blank	\$165.00	\$206.25		

* Please send image file with Logo to lee.martin@event1inc.net in a high resolution file format (.pdf, .eps, .tif, .psd)

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Sub-Total	
Sales Taxes (8.517%)	
Fuel Charge (4%)	
Total Due	



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Professional Cleaning Services

Show Name	Oklahoma Aerospace Summit 2011	Booth #	
Company		Contact Person	
Address		City, State, ZIP	
Telephone	Fax	Email Address	

Event 1 Productions, will vacuum the show floor once after carpet is installed. Your exhibit area, can at times need additional vacuuming after the show begins.

Initial Vacuuming - Once before the show opens:

Service Description	Quantity	Daily Discount Rate	Daily Standard Rate	Total
10x10qExhibit Space		\$30.00	\$37.50	
10x20qExhibit Space		\$60.00	\$75.00	
10x30qExhibit Space		\$90.00	\$112.50	
10x40qExhibit Space		\$120.00	\$150.00	

Pre-Show Exhibit Cleaning - Includes cleaning and dusting exhibit and furnishings once before the show opens:

Service Description	Quantity	Daily Discount Rate	Daily Standard Rate	Total
10x10qExhibit Space		\$40.00	\$50.00	
10x20qExhibit Space		\$80.00	\$100.00	
10x30qExhibit Space		\$120.00	\$150.00	
10x40qExhibit Space		\$180.00	\$225.00	

Daily Vacuuming - Once each day of the show, including the initial vacuuming:

Service Description			Total
10x10qExhibit Space	\$ 25.00 x	# of Show Days	
10x20qExhibit Space	\$ 50.00 x	# of Show Days	
10x30qExhibit Space	\$ 75.00 x	# of Show Days	
10x40qExhibit Space	\$100.00 x	# of Show Days	

Porter Services - Include cleaning and dusting exhibit and furnishings, janitorial services including periodic removal of trash throughout the show hours.

Service Description			Total
10x10qExhibit Space	\$ 50.00 x	# of Show Days	
10x20qExhibit Space	\$ 75.00 x	# of Show Days	
10x30qExhibit Space	\$100.00 x	# of Show Days	
10x40qExhibit Space	\$125.00 x	# of Show Days	

Discount Deadline: May 20, 2011 @ 5:00pm (CST)

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Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	
Tax Exempt	\$0.00
Total Due	



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Sand Springs, OK 74063
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Material Handling & Drayage Services

Show Name	Oklahoma Aerospace Summit 2011	Booth #	
Company		Contact Person	
Address		City, State, ZIP	
Telephone	Fax	Email Address	

Material Handling and Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show. Outbound freight will be delivered to the loading dock from your booth.

Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth.

I will be shipping to:

- ☐ **The Advance Receiving Warehouse** [Receiving Dates are: **May 9-June 3, 2011 by 4:30pm (CST)**]
- ☐ **Directly to Show Venue** [Receiving Dates are: **June 6, 2011 by 4:30 PM (CST)**]

Please use the labels provided on the next page

If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Scott Cutten @ 918-245-8006
Freight left at show site will be shipped back to exhibitor by Event 1 Productions through a common parcel carrier within 10 business days and billed to exhibitor.

By signing below you authorize Event 1 Productions to handle any freight sent to the show from your company.

AUTHORIZED REPRESENTATIVE (PRINT)	
AUTHORIZED REPRESENTATIVE (SIGNATURE)	DATE
CONTACT (PRINT)	
CELLULAR PHONE #	OFFICE #

Discount Deadline: May 20, 2011 @ 5:00pm (CST)

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Sub-Total	
Sales Taxes (8.517%)	
Total Due	

Exhibitor Booth Name & Booth Number

Oklahoma Aerospace Summit 2011

YRC C/O: Event 1 Productions, Inc.

14549 E. Admiral Place

Tulsa, OK 74116-2303

ADVANCE RECEIVING



Exhibitor Booth Name & Booth Number

Oklahoma Aerospace Summit 2011

C/O: Event 1 Productions, Inc.

100 Civic Center

Tulsa, OK 74102

DIRECT SHIPMENT





PLEASE RETURN TO:
Event 1 Productions, Inc.
1601 S. 129th W. Ave.
Sand Springs, OK 74063
T- 918.245.8006
F- 918.245.8007

Material Handling Limits of Liability

Page 1 of 2

Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

1. Event 1 Productions shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Event 1 Productions shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth.
3. Event 1 Productions shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to Event 1 Productions by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Event 1 Productions shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Event 1 Productions by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Event 1 Productions shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Event 1 Productions shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Event 1 Productions is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Event 1's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Event 1 Productions within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Event 1 Productions or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Event 1 Productions for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Event 1 Productions assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Event 1 Productions labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Event 1 will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.



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Material Handling Limits of Liability

Page 2 of 2

11. In order to expedite removal of materials, Event 1 Productions shall have authority, without further clearance from exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors.
13. Payment for all labor and services will be the responsibility of the exhibitor.
14. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Event 1 Productions relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Event 1 Productions for Drayage or any other services provided by Event 1 Productions as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Event 1 Productions at the close of the show for all such charges, and they further agree that any claim they may have against Event 1 Productions shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
15. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
16. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
17. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
18. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Event 1 Productions is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Event 1 Productions hereunder are based on the value of the material handling services and the scope of Event 1 Productions liability as set forth above.



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Audio Visual Services

Show Name	Oklahoma Aerospace Summit 2011	Booth #
Company		Contact Person
Address		City, State, ZIP
Telephone	Fax	Email Address

Item Description	<u>DAILY</u> Discount Rate	<u>DAILY</u> Standard Rate	Quantity	Total
19+ Flat Panel Display	\$75.00	\$93.75		
26+ Flat Panel Display	\$125.00	\$156.25		
32+ Flat Panel Display	\$175.00	\$218.75		
42+ Flat Panel Display	\$250.00	\$312.50		
52+ Flat Panel Display	\$400.00	\$500.00		
65+ Flat Panel Display	\$650.00	\$812.50		
Flat Panel Display Stand (Truss)	\$30.00	\$37.50		
DVD Player	\$40.00	\$50.00		
Media Projector (3000 lumens)	\$350.00	\$437.50		
Media Projector (6500 lumens)	\$500.00	\$625.00		
60x60+Tripod Screen	\$45.00	\$56.25		
9x12qFast Fold Screen	\$200.00	\$250.00		
10.5x14qFast Fold Screen	\$220.00	\$275.00		
400 Watt Powered Speakers (Pair)	\$250.00	\$312.50		
Speaker Tripod	\$20.00	\$25.00		
Wired Microphone (Handheld)	\$20.00	\$25.00		
Wireless Microphone (Handheld or Lav)	\$110.00	\$137.50		
5 - Input Mixer Board	\$40.00	\$50.00		
8 - Input Mixer Board	\$50.00	\$62.50		

Discount Deadline: May 20, 2011 @ 5:00pm (CST)

All payment must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	
Sales Taxes (8.517%)	
Delivery/Pickup Fee	\$50.00
Total Due	



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Electrical Services Page 1 of 2

Terms and Conditions:

- Advance Orders shall receive priority service.
- Exhibitors must check in at the Event 1 service desk before service can be turned on.
- Unauthorized use of electrical services will be terminated and exhibitors will be required to pay floor rate plus \$50.00 fine.
- Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state and local safety codes.
- All furnished materials and equipment remains the property of Event 1 or its assigned agent. All materials that are removed from the premise or damaged will be billed accordingly.
- Equipment problems must be reported immediately to the Service Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- No credit will be issued for outlets installed but not used.
- Labor Rate will be billed according the date and time the service is provided.

If electrical extension cords need to be run under the carpet, please show on the diagram below where they need to be run. Please also indicate the booths on either side of your booth (Booth Numbers), amount of feet from the front, back, sides, etc. to where the cords need to be located.

Please indicate the size of the booth: _____

Is your booth an island booth: _____

If you have detailed electrical Layouts, they can be emailed to: Corbin@Event1inc.net

Front of booth
Aisle

Back of Booth



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Electrical Services Page 2 of 2

Show Name	Oklahoma Aerospace Summit 2011	Booth #
Company		Contact Person
Address		City, State, ZIP
Telephone	Fax	Email Address

All electrical orders requiring extension cords under the carpet and padding will be required to rent the extension cords from Event 1 Productions, Inc. There will be additional labor applied for all labor associated with laying the extension cords under the carpet. All extension cords and power strips are the responsibility of the exhibitor if not rented regarding orders not requiring the extension cords under the carpet.

All orders requiring outlets and extensions run below the carpet and padding will require a detailed layout to be provided before services can be provided. If the layout is not provided, all electrical services will be done onsite based on the time of arrival, all labor will be billed at the current date and time the services is provided. Please email Electrical Layouts to Corbin@Event1inc.net

Item Description	Quantity	Discount Rate	Standard Rate	Total
110 Volt - 500 Watts with Outlet		\$69.00	\$89.00	
110 Volt -1000 Watts with Outlet		\$75.00	\$95.00	
110 Volt -1500 Watts with Outlet		\$81.00	\$101.00	
110 Volt -2000 Watts with Outlet		\$87.00	\$107.00	
208 Volt A.C. Single Phase 20 Amps		\$120.00	\$150.00	
208 Volt A.C. Single Phase 30 Amps		\$150.00	\$180.00	
208 Volt A.C Single Phase 40 Amps		\$180.00	\$210.00	
208 Volt A.C Single Phase 50 Amps		\$220.00	\$260.00	
208 Volt A.C. Three Phase 20 Amps		\$120.00	\$150.00	
208 Volt A.C. Three Phase 30 Amps		\$150.00	\$180.00	
208 Volt A.C. Three Phase 40 Amps		\$180.00	\$210.00	
208 Volt A.C. Three Phase 50 Amps		\$220.00	\$260.00	
Power Strip		\$15.00	\$18.75	
Extension Cord-16 Gauge (500-1000 Watt)		15.00	22.50	
Extension Cord-12 Gauge (1500 Watt)		\$20.00	\$25.00	
Extension Cord . 10 Gauge (2000 Watt)		25.00	30.00	

Please Note: All 208 Single and Three Phase orders must have equipment outfitted with fusible switches. Materials not included.

Discount Deadline: **May 20, 2011 @ 5:00pm (CST)**

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Sub-Total	
Tax Exempt	\$0.00
Total Due	



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Official Service Contractors & Exhibitor Appointed Contractors

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed official service contractors to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all exhibitors according to the need,
- Provide sufficient labor to satisfy the requirements of exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

- The exhibitor must notify show management in writing and Event 1 Productions of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The exhibitor shall provide evidence that the exhibitor appointed contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and workers compensation naming Event 1 Productions as additional insured, to show management and Event 1 Productions at least 30 days before the show opening.
- The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor must have all business licenses, permits and workers compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide show management with evidence of compliance.
- The exhibitor appointed contractor will share with Event 1 Productions all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.
- The exhibitor appointed contractor must furnish show management and Event 1 Productions with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management.
- The exhibitor appointed contractor shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
- The exhibitor appointed contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
- The exhibitor appointed contractor shall provide, if requested, evidence to Event 1 Productions that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Event 1 Productions. The exhibitor appointed contractor must coordinate all of its activities with Event 1 Productions.
- For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



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Notification of Intent to Use Nonofficial Service Contractors

Show Name	Oklahoma Aerospace Summit 2011	Booth #
Company		Contact Person
Address		City, State, ZIP
Telephone	Fax	Email Address

Exhibitors who plan to have an exhibit service firm (other than the official service contractor) unpack, erect, assemble, dismantle and pack displays/equipment must abide by the following:

1. Notify Event 1 Productions by the deadline date indicating the following:

NAME OF SERVICE FIRM	
CONTACT	CELL PHONE/PAGER (IN CASE OF EMERGENCY)
ADDRESS	
CITY, STATE, ZIP	TELEPHONE #
EMAIL ADDRESS	FAX #

2. Nonofficial contractors must submit proof of adequate insurance, in the form of an original policy rider listing Event 1 Productions as an additional insured, furnished by their broker to Event 1 Productions office no later than 30 days in advance of the first day of the show. This must include a copy of your workers compensation insurance policy.
3. All booth personnel must be properly badged at show site.
4. Refer to the ~~Non~~Official Service Contractors and Exhibitor Appointed Contractors+guidelines for additional requirements.

If the exhibiting company fails to comply with any or all of the above, the nonofficial contractor will not be permitted to service your exhibit, and Event 1 Productions must be hired for installation and dismantle labor. The Nonofficial Contractor will be able to provide supervision only.

AUTHORIZED SIGNATURE	DATE
----------------------	------

Must be received by: May 20, 2011 @ 5:00 PM (CST)



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Set Up and Tear Down Labor Service Rates

Show Name	Oklahoma Aerospace Summit 2011	Booth #
Company		Contact Person
Address		City, State, ZIP
Telephone	Fax	Email Address

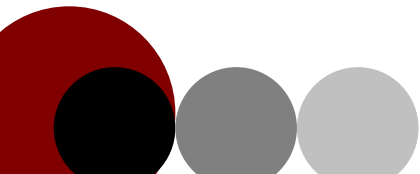
1 Hour Minimum on All Labor Service Orders.

Labor Rates				
	Time	Days	Disc. Rate	Standard Rate
Straight Time:	8:00 AM-5:00 PM	Monday-Friday	\$65.00	\$97.50
Over-Time:	6:00 AM-8:00 AM	Monday-Friday	\$97.50	\$146.50
	5:00 PM-12:00 AM	Monday-Friday	\$97.50	\$146.50
	Entire Day(s)	Saturday-Sunday	\$97.50	\$146.50
Double-Time:	12:00 AM-6:00 AM	Every Day	\$130.00	\$195.00
	Entire Day(s)	Holidays	\$130.00	\$195.00

Booth Description:

Type of Display: ☐ Portable Booth ☐ Custom Booth ☐ Table Top Display ☐ Other

Please include all necessary directions for displays, including pictures, renderings, etc.





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Set Up and Tear Down Labor Rates

Show Name	Oklahoma Aerospace Summit 2011	Booth #	
Company		Contact Person	
Address		City, State, ZIP	
Telephone	Fax	Email Address	

Please indicate the Set up and Teardown options that best fit your needs.

Set up and Teardown Options:

Option 1: Set up and teardown with Supervision by the Exhibit Representative.

	Date Needed	Time Needed	# of Persons	Hrs. Per Person	Total Hrs.	Rate	Total \$
Set up Labor:							
Teardown Labor:							

Option 2: Set up and teardown with Supervision by Event 1 Productions.

	# of Persons	Hrs. Per Person	Rate	Total Hrs.	Supervision (25%)	Total \$
Set up Labor:						
Teardown Labor:						

Please Note:

- ~ Exhibitors are responsible for checking with Event 1 Productions @ the service desk to check labor out and in.
- ~ Only 8:00 AM Labor calls can be guaranteed during vendor move-in but are subject to lift availability.

Discount Deadline: **May 20, 2011 @ 5:00pm (CST)**

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Sub-Total	
Tax Exempt	\$0.00
Total Due	



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Exhibit Booth Banners

Show Name	Oklahoma Aerospace Summit 2011	Booth #	
Company		Contact Person	
Address		City, State, ZIP	
Telephone	Fax	Email Address	

Digital Banners:

All Banners are produced digitally and printed on high quality vinyl banner material. Banner will be grommeted for hanging.
 Please indicate artwork choice below.

Item Description	Quantity	Price	+ Grommeting	Total
6qx 2q Banner		\$96.00	\$10.00	
7qx 2q Banner		\$112.00	\$10.00	
8qx 2q Banner		\$128.00	\$10.00	
8qx 3q Banner		\$192.00	\$10.00	
9qx 3q Banner		\$216.00	\$10.00	
9qx 3.5q Banner		\$252.00	\$10.00	

Custom Banners:

Banners of any size up to 5qx 40qx can be created and are priced at \$8.00 per square foot. Please indicate artwork choice below. Additional charges will apply if more than 8 grommets are used.

Banner Length	Banner Height	Quantity	Square Feet	Price	+Grommeting	Total
					\$10.00	
					\$10.00	
					\$10.00	
					\$10.00	
					\$10.00	

Artwork

<input type="checkbox"/> Will provide own artwork Please refer to Artwork Submission Guidelines	<input type="checkbox"/> Please create custom artwork Event 1 Creative can create custom banner artwork from source materials for \$80.00 per hour of design time. Please refer to Copy Material Submission Guidelines
--	--

Discount Deadline: **May 20, 2011 @ 5:00pm (CST)**

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Sub-Total	
Sales Taxes (8.517%)	
Total Due	



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Standard Signage and Display Options

Show Name	Oklahoma Aerospace Summit 2011	Booth #
Company		Contact Person
Address		City, State, ZIP
Telephone	Fax	Email Address

Signage:

All signs are produced digitally and printed on high quality vinyl banner material. Other materials are available upon request. Please indicate artwork and display choices below.

Item Description	Quantity	Price	Total
24+x 36+ Sign		\$48.00	
24+x 60+ Sign		\$80.00	
36+x 48+ Sign		\$96.00	
36+x 60+ Sign		\$120.00	
42+x 72+ Sign		\$168.00	
42+x 84+ Sign		\$196.00	

Artwork

<input type="checkbox"/> Will provide own artwork Please refer to Artwork Submission Guidelines	<input type="checkbox"/> Please create custom artwork Event 1 Creative can create custom signage artwork from source materials for \$80.00 per hour of design time. Please refer to Copy Material Submission Guidelines
--	---

Display Options

Event 1 can provide a Flex-Display system that is attractive and simple to install.

Yes I would like to use Event 1 Flex-Display stands. Stand rentals are \$15.00 per sign for the duration of the event.	No, thank you. Event 1 will deliver your signs to you for you to display yourself.	Other Such as foamcore mounting, laminating, GatorBoard, etc. Please contact Event 1 with your special display needs and we will do our best to accommodate you.
--	--	--

Item Description	Quantity	Price	Total
Flex-Display Stand Rental		\$15.00	

Discount Deadline: **May 20, 2011 @ 5:00pm (CST)**

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Sub-Total	
Sales Taxes (8.517%)	
Total Due	



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Custom Signage and Display Options

Show Name	Oklahoma Aerospace Summit 2011		Booth #
Company			Contact Person
Address			City, State, ZIP
Telephone	Fax	Email Address	

Custom Signage:

Signs of any size can be created up to 5x12 and are priced at \$8.00 per square foot. Please indicate artwork and display choices below.

Sign Width	Sign Height	Quantity	Square Feet	Price	Total

Artwork

<input type="checkbox"/> Will provide own artwork Please refer to Artwork Submission Guidelines	<input type="checkbox"/> Please create custom artwork Event 1 Creative can create custom signage artwork from source materials for \$80.00 per hour of design time. Please refer to Copy Material Submission Guidelines
--	---

Display Options

Event 1 can provide a Flex-Display system that is attractive and simple to install.

Yes I would like to use your Flex-Display stands. Stand rentals are \$15.00 per sign for the duration of the event.	No, thank you. Event 1 will deliver your signs to you for you to display yourself.	Other Such as foamcore mounting, laminating, GatorBoard, etc. Please contact Event 1 with your special display needs and we will do our best to accommodate you.
---	--	--

Item Description	Quantity	Price	Total
Flex-Display Stand Rental		\$15.00	

Discount Deadline: **May 20, 2011 @ 5:00pm (CST)**

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Sub-Total	
Sales Taxes (8.517%)	
Total Due	

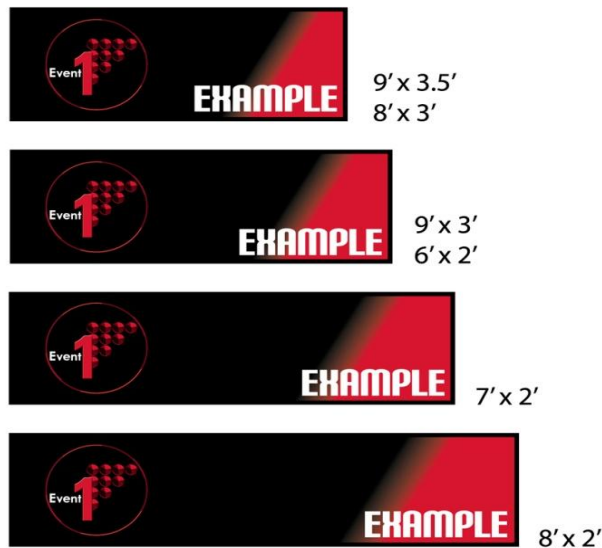


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Banners, Graphics, and Signage

Banners, Graphics and Signage

Booth Banner Appearance



Flex-Display System

Twin Base Flex-Display Stand



Lumaline Counter
w/ Custom Graphics

Cross Base
Flex-Display Stand



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Artwork Submission Guidelines

Page 1 of 2

Any artwork submitted less than a week before the show date will be subject to a 1 hour minimum of Rush Design Time at \$120.00 per hour.

- CD-ROM or DVD-ROM

When sending disks, label them as follows: Exhibitor Name / Show

- Email attachment (to Lee.Martin@event1inc.net)

When sending e-mail please supply Exhibitor Name / Show / Date of Show / Sign or Banner Dimensions

VECTOR: Preferred, especially for large banners or signs.

BITMAP: Please provide files scaled to final output size at a minimum of 150 dpi. Lower resolutions will result in reduced image quality.

VECTOR: Adobe Illustrator (.ai), PostScript files (.eps), Adobe PDF

BITMAP: TIFF, High Quality JPG or GIF, Adobe PDF, Adobe Photoshop (.psd)

Layouts should be created at 100% of the output size. Bleeds are not necessary. Failure to supply documents at the correct size will result in charges for design time.

Convert all fonts to outlines before saving files. If you do not convert your fonts to outlines, font substitution will occur.

Please direct any questions to our Graphic Artist at Lee.Martin@Event1inc.net

Large Image Files can be uploaded to the Event 1 Main Home Page (bottom right corner).



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Artwork Submission Guidelines

Page 2 of 2

Please use the space below to indicate the content desired. Submit additional pages as necessary.

PLEASE INDICATE COPY AND/OR DESIRED LAYOUT (PRINT CLEARLY)

Any Copy and required Artwork submitted less than 2 weeks before the show date will be subject to Rush Design Time at \$120.00 per hour.

If submitting digital copy please e-mail to our graphic artist at Lee.Martin@event1inc.net

If any separate artwork is desired (logos, images, etc.) please submit per the Artwork submission guidelines.

All logos must be in vector format (.eps or .ai) or scaled to size. If not supplied correctly, poor quality may result or additional design time may be required.

Questions

Please direct any questions to our Graphic Artist at Lee.Martin@event1inc.net



PLEASE RETURN TO:
Event 1 Productions, Inc.
1601 S. 129th W. Ave.
Sand Springs, OK 74063
T- 918.245.8006
F- 918.245.8007

Payment Terms and Policies

SHOW NAME Oklahoma Aerospace Summit 2011	BOOTH #
COMPANY NAME	CONTACT NAME
ADDRESS	
CITY, STATE, ZIP	TELEPHONE #
E-MAIL ADDRESS	FAX #

PRODUCTS / SERVICES ORDERED	PRICES	
	Sub Total:	\$
	Taxes (8.517%)	\$
	Sur Charges:	\$
	TOTAL:	\$

PAYMENT TERMS & POLICIES

- All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Orders received in full (including applicable sales taxes) before or on the discount deadline date before the time deadline, will receive the discount price rate. Event 1 Productions will accept Personal and Company Checks, VISA, MasterCard and American Express. If ordering with a Purchase Order (PO#), please call Event 1 Productions to arrange payment schedule. If Event 1 Productions receives a Purchase Order without directly communicating with the exhibitor/company, the discount price will not apply.
- All orders received after the discount deadline and time (Central Time) will receive standard pricing. All payments are due in advance.
- Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth.
- All orders received on show site will be priced at the standard rates. All on-site orders must make payment at the time of the order and before the service is rendered.
- At the close of the show, all exhibitor orders must be paid in full. All unpaid balances at the end of the show will be charged a \$75.00 re-processing fee.
- All credit cards that are denied will have an additional \$75.00 re-processing fee (\$150.00 if not handled before the close of the show, and if the order was placed at the show site).

METHOD OF PAYMENT		
____ COMPANY CHECK ____ CREDIT CARD ____ OTHER: _____		
AUTHORIZED REPRESENTATIVE SIGNATURE	PRINT PLEASE	DATE

CREDIT CARD AUTHORIZATION AND COMPANY INFORMATION	
TYPE OF CARD: ____ VISA ____ MASTERCARD ____ AMERICAN EXPRESS ____ DISCOVER TOTAL AMOUNT CHARGED \$ _____	
CARD NUMBER	EXPIRATION DATE
CARD MEMBER NAME (PLEASE PRINT)	SIGNATURE
CARD MEMBER ADDRESS	
CITY, STATE, ZIP CODE	TELEPHONE #
SEND RECEIPT TO	AT (____ EMAIL, ____ FAX #, OR ____ ADDRESS)