



1601 South 129th West Avenue
 Sand Springs, OK 74063
 T: 918.245.8006
 F: 918.245.8007

www.event1inc.net

SHOW INFORMATION

OSDE Vision 2020 Conference

Cox Convention Center, OKC
 June 13-15, 2012

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 Location

Cox Convention Center
 1 Myriad Gardens
 Oklahoma City, OK 73102

Show Information

Backwall Drape: Black, White, & Blue
 Sidewall Drape: Black and/or Blue
 Table Skirting: Black and/or Blue

Single Booth Package (10'X10')

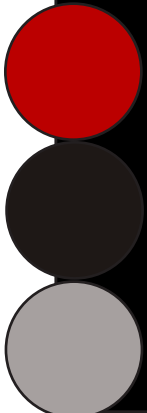
8' Back Drape and 3' Siderail
 1-8' Skirted Table
 2-Folding Chairs
 1-Wastebasket
 1-ID Sign (7'X40")

NOTE: Electric is not provided in the booth package. If you would like to order Electric, Internet or Telephone Services, please go to www.event1inc.net and click on the Vision 2020 go to forms link. From there you can download all Cox Convention Center Forms.

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

Friday, June 1:	Discount Deadline for orders received with payment
Monday, May 14:	Advance Shipments may begin arriving at Warehouse
Friday, June 8:	Last day for Advance Shipments to be accepted (4:30 PM CT)
Tuesday, June 11-12:	Only days for Direct Shipments to arrive at Exhibit Site
Tuesday, June 12:	Installation 8:00am - 5:00pm
Wednesday, June 13:	Show Hours 8:00am - 4:00pm
Thursday, June 14:	Show Hours 8:00am - 4:00pm
Friday, June 15:	Show Hours 8:00am - 3:00pm
Friday, June 15:	Dismantle 3:00pm - 6:00pm

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 must be removed by 6:00pm on June 15, or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.





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SHOW INFORMATION

PAGE 2

Shipping Addresses

Advance Shipments to Warehouse

Company Name & Booth #
OSDE Vision 2020 Conference
C/O Event 1 Productions, Inc.
Yellow Freight
8000 SW 15th St.
Oklahoma City, OK 73128-9595

Shipments should arrive between:

May 14 - June 8, 2012 by 4:30pm (CST)

Direct Shipments To Exhibit Site & for Pick-up

Company Name & Booth #
OSDE Vision 2020 Conference
C/O: Event 1 Productions, Inc.
1 Myriad Gardens
Oklahoma City, OK 73102

Shipments will be accepted only on:

June 11-12, 2012 by 4:30pm (CST)

Shipment Pickups will be accepted until:

June 15, 2012 3:00pm - 6:00pm (CST)

All freight that is being delivered directly to the Cox Convention Center must be received on June 15, 2012. 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.

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

Corbin H. Potter

Director of Convention Services, 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, signs and banners, or assistance with items needed that are not listed within the vendor packet please contact:

Scott Cutten, Exhibit Sales

918-245-8006 – Office
918-695-5722 – Cellular
SCutten@Event1inc.net

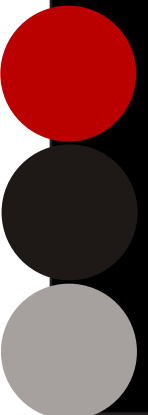
Lee Martin, Executive Director, Graphic Design

918-245-8006 – Office
918-691-2458 – Cell
Lee.Martin@Event1inc.net

We look forward to the opportunity to serve you and help the Oklahoma State Department of Education make this year's event a great success!

Sincerely,

Corbin H. Potter
Director of Convention Services





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A HELPFUL CHECKLIST FOR DEVELOPING A GREAT EXHIBIT SPACE

___ Prepare clear goals and objectives for your space.

- :: Why are you exhibiting?
- :: Who is your target audience or market?
- :: What are you trying to communicate?
- :: What do you want to bring back to the office with you?

___ Prepare a complete plan/look for your space.

- :: Design on paper what your booth will look like.
- :: Make a list of needed supplies.
- :: Order items from the decorating company.
- :: Prepare a packing list.

___ Plan who will "man" your booth.

- :: General guideline is 1 person per 50 square feet of booth space.
- :: Be sure you know the show times and exhibit hall hours.

___ Prepare a budget.

- :: Consider give-aways.
- :: Consider booth enhancements (audio/visuals, balloons, extra tables, etc.)
- :: Consider staff - travel, lodging, food, etc.

___ Set plans into action.

- :: Assign staff and begin gathering items for exhibit space.
- :: Arrange for travel, lodging, food, etc.
- :: Prepare a schedule and timeline.
- :: Make sure printing is completed and give-aways are ordered.
- :: Prepare emergency supply kit (include safety pins, breath mints, etc.).

Day of Show

___ Arrive early for show setup.

(loading dock availability, electricity, etc.).

___ Plan to change clothes - or at least have a change of clothes available.

___ Take a break before show opens to renew and refresh.

___ Smile, Enjoy, Network - Plan to stand up and look approachable.

After the Show

___ Evaluate.

___ Pack & store supplies.

___ Make follow-up contacts.

Effective Objectives Are:

1. Specific & Focused.
2. Timely & Meaningful
3. Measurable

Watch out for Budget Busters!

1. Changes made at the show.
2. Purchasing un-needed items - rentals may be better.
3. Do-it-yourself projects.
4. Not understanding rules and regulations of the show.

Quick Tips:

- :: Cut the clutter in your booth :: Design with your audience in mind :: Keep it simple
- :: Make sure you clearly communicate 1) Who you are, 2) What you do, and 3) What you have to offer
- :: Clarify the message you want to communicate in the first 3 seconds a visitor sees your exhibit
- :: Make sure your staff know how to answer questions or where to look
- :: Be prepared for worst-case and best-case scenarios.



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TABLE OF CONTENTS

***How can Event 1 Productions
make your show a huge success?***

Exhibit Furniture & Products for Rent:

Quality Booth Furniture _____ **5**

Need an extra table or chair for your booth? How about some comfortable seating or a custom designed display counter? Check out our great rentals.

Quality Booth Carpet _____ **11**

Booth carpet does more than just give a warm inviting feel to your booth. Add some padding and it also makes life a lot easier on your feet and knees.

Audio Visual Services _____ **12**

What could you highlight with a large HD display in the middle of your booth? Or maybe a truss display with motion lights would make your booth "pop." Whatever your A/V needs, we've got you covered.

Exhibit Furniture & Products for Sale:

Banners/Signage _____ **13**

What do people see when they walk by your booth? Make sure they know who you are and what you do with an eye-catching banner or sign! Completely customizable banner/signage options.

"Show-Stopping" Exhibit Options _____ **14**

Every show has a few exhibitors who stand out from the rest. We can help you be that exhibitor. Roll up banners, customized pop-up displays, and huge ceiling hanging structures are just a few of the options we offer.

Exhibit Services:

Material Handling & Drayage Services _____ **24**

You can haul your own products & equipment or argue with your freight carrier about where your boxes are, but why would you want to? Let us handle all of your freight and shipping needs and have your materials in your booth when you arrive at the show.

Booth Utility Services _____ **28**

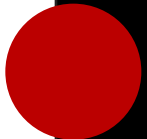
Do you need electricity in your booth for lights or a computer? How about internet access for your laptop? We can do everything from professional cleaning of your booth to providing water & a drain. Let us help (Services vary by show).

Setup & Teardown Labor _____ **31**

Do you have a large display and need some help getting it assembled? Maybe a pallet of boxes that must be moved with a forklift or a structure hung from the ceiling? We do all of that and more.

Release Forms & Payment Page _____ **34**

If you will be using a company other than Event 1 Productions for any show services these pages must be filled out. And last of all... your payment page for all products and services. We look forward to serving you!





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STANDARD BOOTH FURNITURE

Counter High Skirted Table



Standard Counter High Stool



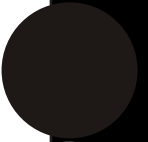
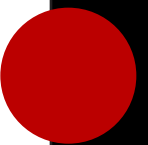
Padded Arm Chair



Premium Folding Chair



*Other styles available.
Styles may vary due to availability.
Payment information on following page.*





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STANDARD BOOTH FURNITURE

PAYMENT INFORMATION

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COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

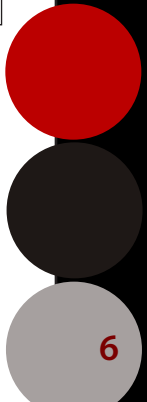
ITEM DESCRIPTION	DISCOUNT RATE	<u>NEW LOW RATE</u>	STANDARD RATE	QUANTITY	TOTAL
Padded Arm Chair	\$35.00		\$43.75		
Standard Counter High Stool	\$45.00		\$56.25		
Premium Folding Chairs (Black)	\$10.00		\$12.50		
Wastebaskets	\$10.00		\$12.50		
4' Table - Non Skirted	\$50.00	\$40.00	\$62.50		
4' Table - Skirted	\$65.00	\$55.00	\$81.25		
6' Table - Non Skirted	\$60.00	\$50.00	\$75.00		
6' Table - Skirted	\$75.00	\$65.00	\$93.75		
8' Table - Non Skirted	\$70.00	\$60.00	\$87.50		
8' Table - Skirted	\$85.00	\$75.00	\$106.25		
Convert Provided Table to Counter High	\$35.00	\$25.00	\$43.75		
4' Counter High Table - Non Skirted	\$60.00	\$50.00	\$75.00		
4' Counter High Table - Skirted	\$75.00	\$65.00	\$93.75		
6' Counter High Table - Non Skirted	\$70.00	\$60.00	\$87.50		
6' Counter High Table - Skirted	\$85.00	\$75.00	\$106.25		
8' Counter High Table - Non Skirted	\$80.00	\$70.00	\$100.00		
8' Counter High Table - Skirted	\$95.00	\$85.00	\$118.75		
60" Round w/ Linen	\$75.00		\$93.75		
30" Round w/ Linen	\$55.00		\$68.75		
30" Highboy Round w/ Linen	\$75.00		\$93.75		
Extra Table Skirts (Standard Size)	\$30.00	\$20.00	\$37.50		
Extra Table Skirts (Counter High)	\$40.00	\$30.00	\$50.00		

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Sub-Total	
Sales Tax (8.375%)	
Fuel Surcharge (4% of Sub-Total)	
TOTAL DUE	





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PREMIUM BOOTH FURNITURE

Black Leather Chair



Black Leather Loveseat

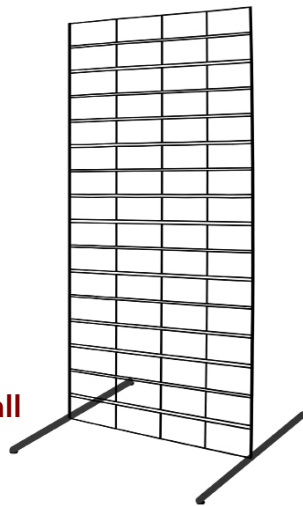
Premium Counter High Stool



Black Leather Couch

Other styles available.
Styles may vary due to availability.
Payment information on following page.

Black 6'x2' Gridwall



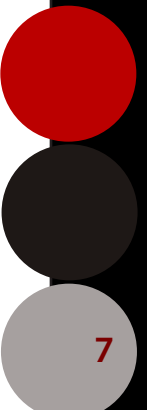
Presentation Board



Blank Lumaline Counter



Lumaline Counter w/ Custom Graphics





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SHOW NAME	OSDE Vision 2020 Conference	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

ITEM DESCRIPTION	DISCOUNT RATE	STANDARD RATE	QUANTITY TOTAL	
Black Leather Couch	\$400.00	\$500.00		
Black Leather Loveseat	\$300.00	\$375.00		
Black Leather Chair	\$150.00	\$187.50		
Premium Counter High Stool	\$65.00	\$81.25		
Coffee Table	\$65.00	\$81.25		
End Table	\$45.00	\$56.25		
6 Pocket Literature Rack	\$65.00	\$81.25		
8'W x 4'H Presentation Board	\$150.00	\$187.50		
Company Logo on Vendor ID Sign *	\$15.00	\$18.75		
Lumaline Reception Counter (Blank)	\$165.00	\$206.50		
Lumaline Reception Counter (w/ Custom Graphics) *	\$450.00	\$562.50		
Black 6'H x 2'W Gridwall	\$75.00	\$93.75		

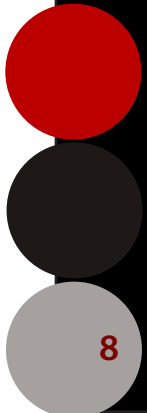
* Please send artwork/logo to lee.martin@event1inc.net in a high resolution file format (.pdf, .eps, .tif, .psd)

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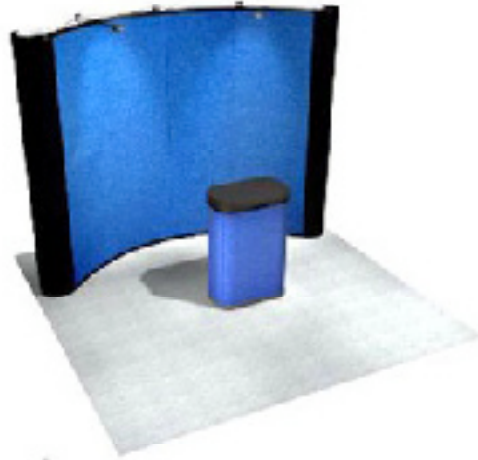
www.event1inc.net

EXHIBIT DISPLAYS FOR RENT

60" x 60" Table Top Display



10' Fabric Pop Up Display w/ Counter

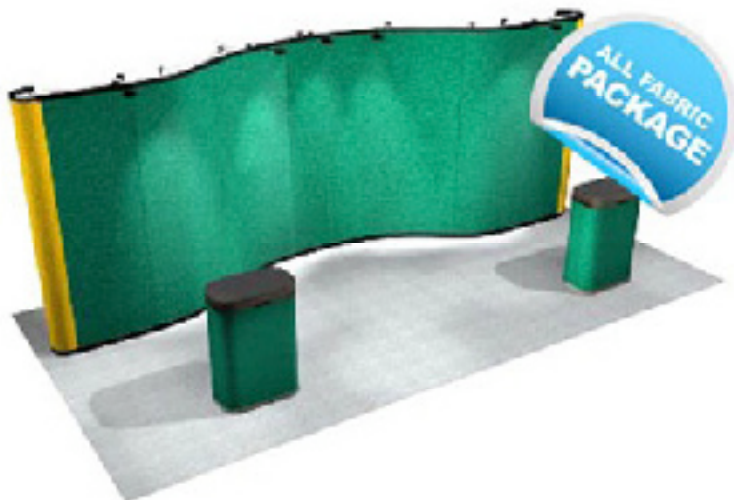


10' x 10' Truss System
(other sizes & styles available)

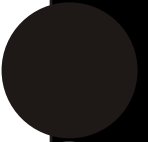
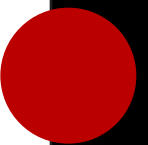


**8' Fabric Panel Display w/
Alcove Counter & Optional
Backlit Header**

20' Fabric Pop Up Display w/ Counters



*Other styles available.
Payment information on following page.*










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EXHIBIT DISPLAYS FOR RENT

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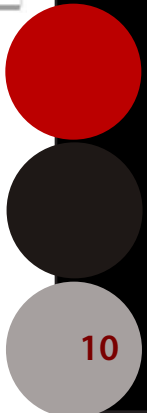
ITEM DESCRIPTION		RATE	QUANTITY	TOTAL
60" x 60" Table Top Display <u>Black</u> Fabric Panels 		\$250.00		
10' Fabric Pop Up Display w/ Counter <u>Black</u> Fabric Panels 		\$450.00		
10' x 10' Truss System (Other sizes and styles available) 		\$375.00		
8' Fabric Panel Display w/Alcove Counter & Optional Backlit Header <u>Blue</u> Fabric 		\$600.00 w/ Backlit Counter + \$75		
20' Fabric Pop Up Display w/ Counters <u>Black</u> Fabric Panels 		\$750.00		

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QUALITY RENTAL CARPET

PAYMENT INFORMATION

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ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

Please be sure to indicate your carpet color choice. The color choices are coordinated with the event colors. Vendors are encouraged to stay within those colors.

NOTES: - If you will require extension cords to be run under the carpet, booth padding and an and electrical layout will be required.

_____ Run extension cord under my carpet.

CARPET OPTIONS	CIRCLE COLOR OPTION	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
10'x10' Carpeting	Black	Blue		\$85.00	\$103.75
10'x10' Carpet Padding				\$45.00	\$56.25
10'x10' Visqueen Plastic Cover				\$37.50	\$46.88

10'x20' Carpeting	Black	Blue		\$170.00	\$207.50
10'x20' Carpet Padding				\$90.00	\$112.50
10'x20' Visqueen Plastic Cover				\$75.00	\$93.75

10'x30' Carpeting	Black	Blue		\$255.00	\$311.25
10'x30' Carpet Padding				\$135.00	\$168.75
10'x30' Visqueen Plastic Cover				\$112.50	\$140.63

10'x40' Carpeting	Black	Blue		\$340.00	\$415.00
10'x40' Carpet Padding				\$180.00	\$225.00
10'x40' Visqueen Plastic Cover				\$150.00	\$187.00

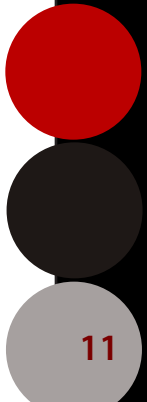
10'x50' Carpeting	Black	Blue		\$425.00	\$518.75
10'x50' Carpet Padding				\$225.00	\$281.25
10'x50' Visqueen Plastic Cover				\$187.50	\$234.38

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AUDIO / VISUAL SERVICES

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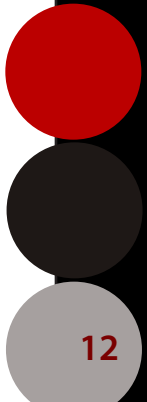
ITEM DESCRIPTION	DAILY DISCOUNT RATE	DAILY STANDARD RATE	QUANTITY	TOTAL
26" Flat Panel Display	\$125.00	\$156.25		
32" Flat Panel Display	\$175.00	\$218.75		
42" Flat Panel Display	\$250.00	\$312.50		
52" Flat Panel Display	\$400.00	\$500.00		
65" Flat Panel Display	\$650.00	\$812.50		
Flat Panel Display Stand (Truss)	\$75.00	\$93.75		
DVD Player	\$40.00	\$50.00		
Media Projector (3000 Lumens)	\$350.00	\$437.50		
Media Projector (6500 Lumens)	\$500.00	\$625.00		
5' x 5' Tripod Screen	\$45.00	\$56.25		
9' x 12' Fast Fold Screen	\$200.00	\$250.00		
10.5' x 14' Fast 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		

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EXHIBIT BANNERS, SIGNAGE & GRAPHICS

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Digital Banners:

All banners and signs are produced digitally and printed on high quality vinyl material. Banners and signs can be displayed vertically or horizontally using grommets or displayed on high quality, freestanding alluminum flex stands.

Item Description	Standard Price	+ Grommets	Quantity	Size Examples	Total
6' x 2' Banner	\$96.00	\$10.00		 9' x 3.5' 8' x 3'	
7' x 2' Banner	\$112.00	\$10.00		 9' x 3' 6' x 2'	
8' x 2' Banner	\$128.00	\$10.00		 7' x 2'	
8' x 3' Banner	\$192.00	\$10.00		 8' x 2'	
9' x 3' Banner	\$216.00	\$10.00			
9' x 3.5' Banner	\$252.00	\$10.00			

Custom Sizes and Designs:

In the print shop at Event 1 Productions we are able to produce a WIDE variety of high quality banners and signs to meet your specific show needs. Let us know what you are wanting/needing and we will deliver the eye-catching signage that will bring more people to your booth.

Artwork for Banner(s) and Sign(s):

- We will provide our own artwork.
- Please create custom artwork for us.

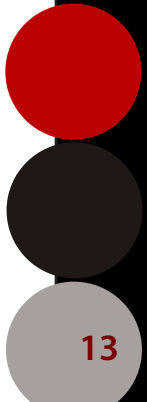
Event 1 Productions, Inc. can create custom artwork from source materials for \$80.00 per hour of design time. Please refer to Artwork Submission Guidelines.



For all your signage / banner needs please contact:

Lee Martin | lee.martin@event1inc.net | 918.245.8006
 Print Shop Manager, Graphic Designer

Sub-Total	
Sales Tax (8.375%)	
Fuel Surcharge (4% of Sub-Total)	
TOTAL DUE	





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Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007

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ARTWORK SUBMISSION GUIDELINES

ARTWORK DEADLINE

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.

ACCEPTABLE FILE FORMATS

VECTOR format is preferred as it can be resized without losing image quality. Preferred files are Adobe Photoshop (.psd), Adobe Illustrator (.ai), Postscript Files (.eps), High Resolution Adobe PDF (.pdf), and High Resolution TIFF (.tif).

JPEG, GIF, and PNG Picture Files are acceptable, but should be scaled to final output size at a minimum of 150dpi. Lower resolutions will result in reduced image quality.

HOW TO SEND YOUR ARTWORK

Email all artwork to lee.martin@event1inc.net and indicate Exhibitor Name, Show Name, and dimensions of banner or sign.

If your file is too large to email you can upload it on our Event 1 home page (www.Event1inc.net). Click on the link at the bottom right labeled "Upload Files" and follow the directions. Place attention to Lee Martin and indicate Exhibitor Name, Show Name, and dimensions of banner or sign.

CUSTOM DESIGNED ARTWORK

If you have a logo or theme, but need a "look" or "brand" for your show we can create that for you. Just share your ideas, any artwork you already have, and the message you wish to communicate and we can give you some great options for your show.

Please indicate any special instructions or layout preferences in the box below.

**HAVE ANY MORE QUESTIONS ABOUT BANNERS AND SIGNS? NEED HELP UPLOADING FILES?
NEED ADVICE ON HOW TO MAKE THE "LOOK" OF YOUR SHOW ENGAGING TO YOUR TARGET?**
Contact Event 1 and Let Us Help... 918.245.8006 | lee.martin@event1inc.net



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BANNER STANDS

Retractable "Silver Step" Banner Stands



- Anodized Silver or Black
- Telescoping Pole
- Lifetime Warranty on Hardware
- Completely Customizable
- Variety of Sizes



Model Options:

- Silver Step 24"** | 24"W x 92"H
- Silver Step 36"** | 36"W x 92"H
- Silver Step 48"** | 48"W x 92"H
- Silver Step 60"** | 60"W x 92"H



Feather Banner

- Indoor & Outdoor
- From 9' to 18' Tall
- Single & Double Sided
- Carrying Bag

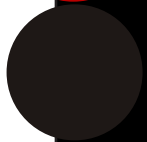
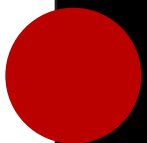


Teardrop Banner

- Indoor & Outdoor
- From 7' to 15' Tall
- Single & Double Sided
- Carrying Bag



*Other styles available.
 Payment information on
 following page.*





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BANNER STANDS

PAYMENT INFORMATION

SHOW NAME	OSDE Vision 2020 Conference	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	



Item Description	Graphic Size(s)	Price	Qty	Total
Silver Step Banner Stands Anti-Curl Vinyl, Black or Silver Hardware, Interchangeable Graphic Cassette, Variable Height Up to 92", Telescoping Pole, Lifetime Warranty on Hardware, Padded Carrying Case	Silver Step 24" W	\$235.00		
	Silver Step 36" W	\$295.00		
	Silver Step 48" W	\$335.00		
	Silver Step 60" W	\$405.00		



Feather Banner



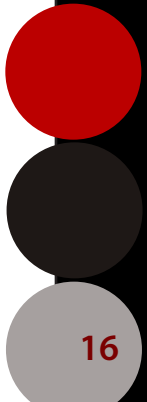
Teardrop Banner

Feather Banner Graphic Size from 9' to 18'; Outdoor Spike or Indoor X Base. Carrying Bag.	Call for Pricing		
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Teardrop Banner Graphic Size from 7' to 15'; Outdoor Spike or Indoor X Base. Carrying Bag.	Call for Pricing		
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IMPORTANT: All Banner Stands are **for sale**, not rent, and require 3-5 business days for delivery after all artwork has been approved.

Sub-Total	
Sales Tax (8.375%)	
Fuel Surcharge (4% of Sub-Total)	
TOTAL DUE	





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POP UP DISPLAYS



PCR1-G5 Curved

- 8' Customized Graphic Pop Up
- 4 Front Graphic Panels
- 2 End Graphic Panels
- 2 Lights
- Shipping Case
- Case to Counter Conversion



PCR5-F Curved
No Graphics



PCR1-G6 Curved

- 10' Customized Graphic Pop Up
- 4 Front Graphic Panels
- 2 End Graphic Panels
- 2 Lights
- Shipping Case
- Case to Counter Conversion w/ Graphic Wrap



PCR1-F Curved
No Graphics



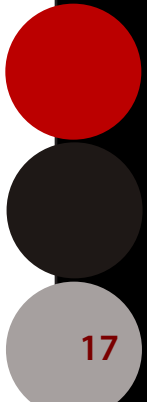
PCR10-G0 Serpentine

- 20' Customized Graphic Pop Up
- 8 Front Graphic Panels
- 2 End Graphic Panels
- 4 Lights
- 2 Shipping Cases
- 2 Case to Counter Conversions w/ Graphic Wraps



PCR10-F Serpentine
No Graphics

*Other styles available.
 Payment information on
 following page.*





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POP UP DISPLAYS

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PRC-5 (8ft W)



PRC-1 (10ft W)

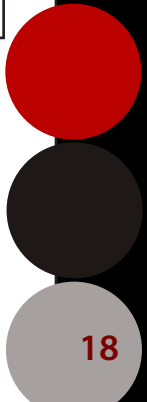


PRC-10 (20ft W)

Item Description	Graphic Size(s)	Price	Qty	Total
PRC5-G5 - Curved With Custom Graphics	Display Size: 98.5"W x 88" H	\$1,946.00		
PRC5-F - Curved Without Graphics	Display Size: 98.5"W x 88" H	\$1,155.00		
PRC1-G6 - Curved With Custom Graphics	Display Size: 118.8"W x 94.4" H	\$2,167.00		
PRC1-F - Curved Without Graphics	Display Size: 118.8"W x 94.4" H	\$1,393.00		
PRC10-G0 - Serpentine With Custom Graphics	Display Size: 230.5"W x 88" H	\$3,758.00		
PRC10-F - Serpentine Without Graphics	Display Size: 230.5"W x 88" H	\$2,590.00		

IMPORTANT: All Pop Up Displays are for sale, not rent, and require 5-7 business days for delivery after all artwork has been approved.

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Fuel Surcharge (4% of Sub-Total)	
TOTAL DUE	





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MORE EXHIBIT DISPLAYS

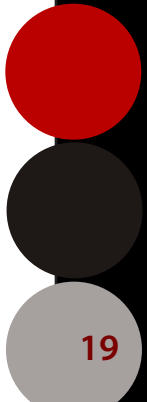
PAYMENT INFORMATION

SHOW NAME	OSDE Vision 2020 Conference	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

	Item Description	Price	Qty	Total
3 Quad Pyramid X-Snap 	3 Panel Fabric Pop Up Pyramid Shape w/ Frame Accessories Available at Additional Cost: Lights, Shipping Case, Shelving 90"W x 66"H	\$707.00		
10 Quad Pyramid X-Snap 	10 Panel Fabric Pop Up Pyramid Shape w/ Frame Accessories Available at Additional Cost: Lights, Shipping Case, Shelving 178"W x 109.5"H	\$2,487.00		
2x2 Burst Tabletop 	Fabric Pop Up w/ Frame Accessories Available at Additional Cost: Lights, Shipping Case, Table Throw 60"W x 60"H (85"W w/ graphic endcaps)	\$649.00		
		\$829.00 w/ endcaps		
3x3 Burst 	Fabric Pop Up w/ Frame Accessories Available at Additional Cost: Lights, Shipping Case, Case-to-Counter 88"W x 88"H (113"W w/ graphic endcaps)	\$1,363.00		
		\$1,589.00 w/ endcaps		
4x3 Burst 	Fabric Pop Up w/ Frame Accessories Available at Additional Cost: Lights, Shipping Case, Case-to-Counter 117"W x 88"H (142"W w/ graphic endcaps)	\$1,776.00		
		\$1,986.00 w/ endcaps		

IMPORTANT: All Exhibit Displays are **for sale**, not rent, and require 5-7 business days for delivery after all artwork has been approved.

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TOTAL DUE	





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LITERATURE RACKS



Titan



EZ Frost



Innovate



Mesa

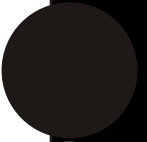
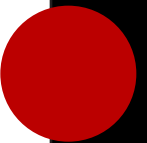


Zedup



Victory

Other styles available. Payment information on following page.











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LITERATURE RACKS

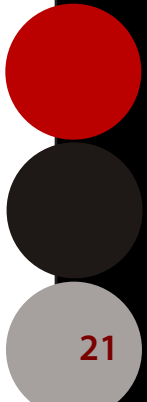
PAYMENT INFORMATION

SHOW NAME	OSDE Vision 2020 Conference	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

Item Description	Price	Qty	Total
Titan 8 Pocket Rack (each holds letter size), Double-Sided Black or Silver Steel Frame, Breaks Down Into 3 Pieces, Carrying Bag 	Titan Literature Rack	\$229.00	
Innovate 10 Slot Wire Racks (each holds letter size), Black or Silver Steel Frame, Breaks Down into 3 Pieces, Carrying Bag 	Innovate Literature Rack	\$149.00	
EZ Frost 6 Frosted Plastic Shelves, Double-Sided Collapsible Silver Frame, Dual Display Heights, 50.5H or 59.5H, Holds Standard Size Literature, Hard Carrying Case 	EZ Frost 9"W x 12.25"H	\$149.00	
	EZ Frost 16.5"W x 12"H	\$199.00	
Victory 2 Slot Wire Rack (each holds letter size), 6" Deep Racks, Black or Silver Steel Frame, Snap Together, Carrying Bag 	Victory Literature Rack	\$155.00	
Mesa 3 Shelves (each holds letter size), Collapsible Black Frame, Tabletop Style, 20.25"W x 14.5"D x 39"H, Hard Carrying Case 	Mesa Literature Rack	\$139.00	
Zedup 6 Pocket Rack, Double-Sided, Black or Silver Steel Collapsible Frame, Soft Carrying Case 	Zedup: Standard Letter Size	\$145.00	
	Zedup: 17.5"W x 11"H	\$209.00	

IMPORTANT: All Literature Racks are **for sale**, not rent, and require 3-5 business days for delivery after all artwork has been approved.

Sub-Total	
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TOTAL DUE	

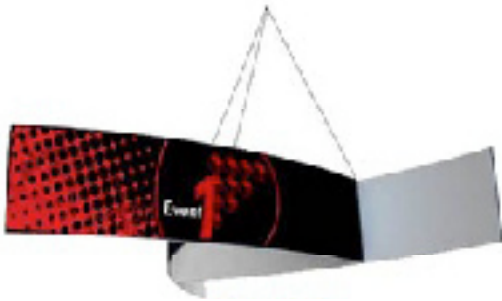




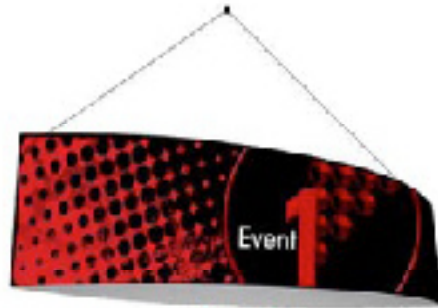
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F: 918.245.8007

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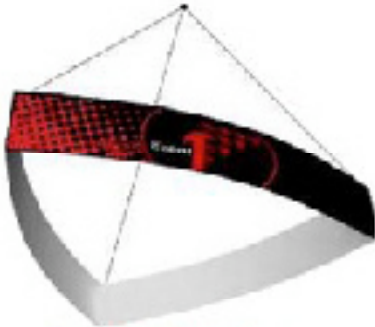
HANGING SIGNS / STRUCTURES



Pinwheel



Football



Rounded Triangle



Tapered Circle



Rounded Square



Circular



Triangle

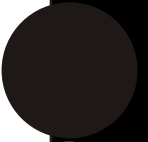
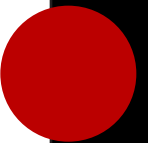


Square



Tapered Triangle

Other styles available. Payment information on following page.





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HANGING SIGNS / STRUCTURES

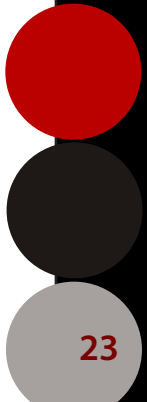
PAYMENT INFORMATION

SHOW NAME	OSDE Vision 2020 Conference	BOOTH #	
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ADDRESS		CITY, STATE, ZIP	
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Item Description	Display Size(s)	Price	Qty	Total
Circular Circular Aluminum Frame Hanging Sign/Banner, Pillow Case Fabric Graphic w/ Zipper, Hanging Hardware, & Carry Bag	8' Diameter x 36" High	\$1,259.00		
	8' Diameter x 48" High	\$1,399.00		
	10' Diameter x 36" High	\$1,469.00		
	10' Diameter x 48" High	\$1,609.00		
	15' Diameter x 48" High	\$1,995.00		
Square 4-sided Aluminum Frame Hanging Sign/Banner, Pillow Case Fabric Graphic w/ Zipper, Hanging Hardware, & Carry Bag	8' Wide Square x 36" High	\$1,329.00		
	8' Wide Square x 48" High	\$1,469.00		
	10' Wide Square x 48" High	\$1,609.00		
	12' Wide Square x 36" High	\$1,995.00		
Triangle 3-sided Aluminum Frame Hanging Sign/Banner, Pillow Case Fabric Graphic w/ Zipper, Hanging Hardware, & Carry Bag	8' Wide Triangle x 36" High	\$1,119.00		
	8' Wide Triangle x 48" High	\$1,259.00		
	10' Wide Triangle x 48" High	\$1,469.00		
	12' Wide Triangle x 36" High	\$1,679.00		
Tapered Circle Aluminum Frame Hanging Sign/Banner, Pillow Case Fabric Graphic w/ Zipper, Hanging Hardware, & Carry Bag	10' Top X 8' Bottom (Diameter) X 42" High	\$979.00		
	14' Top X 12' Bottom (Diameter) X 48" High	\$1,539.00		
Tapered Triangle 3-sided Aluminum Frame Hanging Sign/Banner, Pillow Case Fabric Graphic w/ Zipper, Hanging Hardware, & Carry Bag	10' Wide Top X 8' Wide Bottom X 48" High	\$1,259.00		
Curved Square 4-sided Aluminum Frame Hanging Sign/Banner, Pillow Case Fabric Graphic w/ Zipper, Hanging Hardware, & Carry Bag	10' Wide Square X 60" High	\$1,819.00		
Curved Triangle 3-sided Aluminum Frame Hanging Sign/Banner, Pillow Case Fabric Graphic w/ Zipper, Hanging Hardware, & Carry Bag	12' Wide Triangle X 48" High	\$1,399.00		
Football Football Shaped Aluminum Frame Hanging Sign/ Banner, Pillow Case Fabric Graphic w/ Zipper, Hanging Hardware, & Carry Bag	12' Wide X 60" High	\$1,329.00		
Pinwheel Pinwheel Shaped Aluminum Frame Hanging Sign/ Banner, Pillow Case Fabric Graphic w/ Zipper, Hanging Hardware, & Carry Bag	14' Wide (each side) X 60" High	\$2,000.00		

IMPORTANT: All Hanging Signs are **for sale**, not rent, and require 10-15 business days for delivery after all artwork has been approved.

Sub-Total	
Sales Tax (8.375%)	
Fuel Surcharge (4% of Sub-Total)	
TOTAL DUE	





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MATERIAL HANDLING & DRAYAGE SERVICES

PAYMENT INFORMATION

SHOW NAME	OSDE Vision 2020 Conference	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

Material Handling & 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.

Material Handling Rates per 100 lbs.

<u>Straight Time On In & Out</u>	<u>Straight Time and Overtime</u>	<u>Overtime 2-Way</u>	<u>Estimated Weight of Shipment</u>
ST: M-F 8am - 5pm	ST: M-F 8am-5pm OT: M-F 5pm-8am All Day Sat-Sun	OT: M-F 5pm - 8am All Day Sat-Sun	_____
\$65.00 per/hour	\$75.00 per/hour	\$85.00 per/hour	100 lbs minimum

I will be shipping to:

- The Advanced Receiving Warehouse *** [Receiving Dates are: **May 14 - June 8, 2012 by 4:30pm (CST)**]
- Directly to Show Venue *** [Receiving Dates are: **June 11-12, 2012 by 4:30pm (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 standard 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.

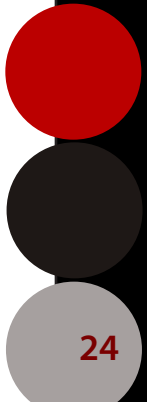
AUTHORIZED REPRESENTATIVE (SIGNATURE)	
AUTHORIZED REPRESENTATIVE (PRINT PLEASE)	DATE
CONTACT (PLEASE PRINT)	
MOBILE PHONE #	OFFICE PHONE #

Discount Deadline: **June 1, 2012 @ 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	
No Tax	
Fuel Surcharge (4% of Sub-Total)	
TOTAL DUE	





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FREIGHT / SHIPPING LABELS



Place Exhibitor Name & Booth Number on Top Line.

OSDE VISION 2020 CONFERENCE
C/O EVENT 1 PRODUCTIONS, INC.
YRC
8000 SW 15TH ST.
OKLAHOMA CITY, OK 73128



Advanced Receiving

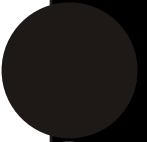
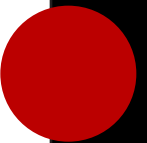


Place Exhibitor Name & Booth Number on Top Line.

OSDE VISION 2020 CONFERENCE
C/O EVENT 1 PRODUCTIONS, INC.
COX CONVENTION CENTER
1 MYRIAD GARDENS
OKLAHOMA CITY, OK 73102



Direct Shipment





1601 South 129th West Avenue
Sand Springs, OK 74063
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MATERIAL HANDLING & DRAYAGE SERVICES

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 & DRAYAGE SERVICES

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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PROFESSIONAL CLEANING SERVICES

PAYMENT INFORMATION

SHOW NAME	OSDE Vision 2020 Conference	BOOTH #	
COMPANY		CONTACT PERSON	
ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

Event 1 Productions will vacuum the show floor once after the carpet is installed. Your exhibit area may, at times, need additional vacuuming after the show begins. Let us keep your booth looking sharp and clean.

Initial Vacuuming - Once before show opens.

Service Description	DAILY Discount Rate	DAILY Standard Rate	Quantity	Total
10'x10' Exhibit Space	\$30.00	\$37.50		
10'x20' Exhibit Space	\$60.00	\$75.00		
10'x40' Exhibit Space	\$90.00	\$112.50		
10'x50' Exhibit Space	\$120.00	\$150.00		

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

Service Description	DAILY Discount Rate	DAILY Standard Rate	Quantity	Total
10'x10' Exhibit Space	\$40.00	\$50.00		
10'x20' Exhibit Space	\$80.00	\$100.00		
10'x40' Exhibit Space	\$1500.00	\$150.00		
10'x50' Exhibit Space	\$180.00	\$225.00		

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

Service Description	DAILY Discount Rate	# of Show Days	Quantity	Total
10'x10' Exhibit Space	\$25.00			
10'x20' Exhibit Space	\$50.00			
10'x40' Exhibit Space	\$75.00			
10'x50' Exhibit Space	\$100.00			

Porter Services - Includes cleaning & dusting exhibit and furnishings, janitorial services, periodic removal of trash throughout show hours:

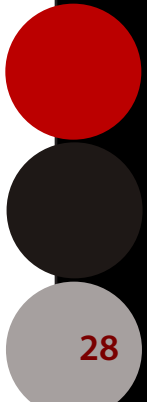
Service Description	DAILY Discount Rate	DAILY Standard Rate	Quantity	Total
10'x10' Exhibit Space	\$50.00			
10'x20' Exhibit Space	\$75.00			
10'x40' Exhibit Space	\$100.00			
10'x50' Exhibit Space	\$125.00			

Discount Deadline: June 1, 2012 @ 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	
No Tax	
TOTAL DUE	





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SET UP & TEAR DOWN LABOR SERVICE RATES

PAYMENT INFORMATION

SHOW NAME	OSDE Vision 2020 Conference	BOOTH #	
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ADDRESS		CITY, STATE, ZIP	
TELEPHONE		EMAIL ADDRESS	

Labor Rates (1 Hour Minimum on ALL Labor Service Orders)

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon - Fri	\$65.00
Overtime:	6:00am - 8:00am	Mon - Fri	\$97.50
Overtime:	5:00pm - 12:00am	Mon - Fri	\$97.50
Overtime:	Entire Day(s)	Sat - Sun	\$97.50
Double Time:	12:00am - 6:00am	Everyday	\$130.00
Double Time:	Entire Day(s)	Holidays	\$130.00

Booth Description

Type of Display Portable Booth Custom Booth Table Top Display Other

Please Indicate the Set Up & Tear Down options that best fit your needs:

Option #1: Set up and tear down with supervision by an exhibitor representative.

	Date Needed	Time Needed	# of Persons	Hrs Per Person	Rate	Total Hrs	Total
Set Up Labor:							
Tear Down Labor:							

Option #2: Set up and tear down with supervision by Event 1 Productions:

	# of Persons	Hrs per Person	Rate	Total Hrs	Supervision (25%)	Total
Set Up Labor:						
Tear Down Labor:						

NOTE:

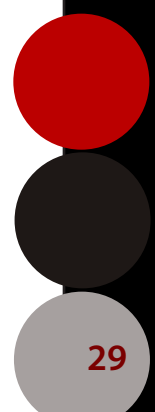
- Please include all necessary directions for displays, including pictures, renderings, etc.
- Exhibitors are responsible for checking with Event 1 Productions at the service desk to check labor out & in.
- Only 8:00am labor calls can be guaranteed during vendor move-in, but are subject to lift availability (if required).

Discount Deadline: June 1, 2012 @ 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	
No Tax	
TOTAL DUE	





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NOTIFICATION OF INTENT TO USE NONOFFICIAL SERVICE CONTRACTORS

SHOW NAME	OSDE Vision 2020 Conference	BOOTH #
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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:

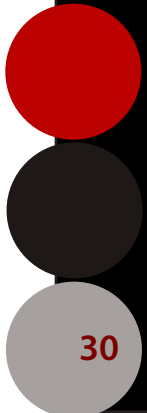
Name of Service Firm: _____
 Contact: _____ Cell Phone # (in case of emergency): _____
 Address: _____
 City, State, Zip Code: _____ Phone #: _____
 Email: _____ Fax #: _____

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 worker's compensation insurance policy.
3. All booth personnel must be properly badged at show site.
4. Refer to the "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: June 1, 2012 @ 5:00pm (CST)





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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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PAYMENT TERMS & POLICIES

SHOW NAME	OSDE Vision 2020 Conference	BOOTH #
COMPANY		CONTACT PERSON
ADDRESS		CITY, STATE, ZIP
TELEPHONE		EMAIL ADDRESS

Products / Services Ordered	Prices
Authorized Representative Signature	Sub Total: \$
	Taxes (8.375%): \$
	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 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 date and time (CST) 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 on show site).

METHOD OF PAYMENT		
_____ Company Check	_____ Credit Card	_____ Other: _____
Authorized Representative Signature	Print Name Please	Date

CREDIT CARD AUTHORIZATION / 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 Number
Send Receipt To:	At: (_____ email, _____ fax #, _____ address)

***Thank you for your business.
 Please let us know if there is anything more we
 can do to make your event a success.
 We look forward to working with you again!***

The Event 1 Team

Sub-Total	
Sales Tax (8.375%)	
Surcharges	
TOTAL DUE	

