



635 St. Louis Street
Springfield, MO 65806
Phone: 417-522-EXPO
Fax: 417-864-3077
sue.martin@jqh.com

Method Of Payment Must Accompany Your Order

Name of Show: Missouri Smallflows - 16th Annual Conference & Exhibition

Company Name: _____ **EMAIL :** _____

Contact Name: _____ **Phone #** _____ **Fax #** _____

Booth Equipment:

Each 8x10 booth will be set with 8' high back drape, 3' high side dividers, (1) 6' skirted table, (2) chairs and (1) wastebasket. Exhibit Hall is NOT carpeted

SHOW SCHEDULE

Exhibitor Move -In

Monday, January 16, 2012 - 12:00pm – 8:00 pm

Exhibit Hours

Tuesday, January 17, 2012 - 8:00am-7:30pm

Wednesday, January 18, 2012 – 8:00am – 3:00pm

Exhibitor Move-Out

Wednesday, January 18, 2012 -3pm-5pm

All exhibitor materials must be removed from the exhibit facility by : **5:00pm on Wednesday, January 18, 2012**

SHIPPING INFORMATION

Exhibiting Company Name

C/O Springfield Exposition Center
635 E. St. Louis Street
Springfield, MO 65806

Receiving hours are 8:00 a.m. to 3:30 p.m., Monday through Friday.

Shipments will be accepted three days prior to move in (any time after January 13, 2012). Shipments arriving at facility prior to July 21, 2011 will be refused. Freight handling charges are based on the weight of your shipment (each shipment received is considered separately) The shipment weight will be rounded to the next 100 pounds. If you are shipping to the Exposition Center, please refer to the MATERIAL HANDLING **form attached**

Select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constructed space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Shipments received without receipts or freight bills, such as UPS, will be delivered to the booth without guarantee of piece count or condition

EXHIBITOR IS RESPONSIBLE FOR ARRANGING FOR RETURN SHIPPING. After materials are packed, labeled, and ready to be shipped, call your designated carrier with pick up information. In the event your carrier fails to show on move-out day, your shipment will be rerouted to the Expo Center's carrier of choice or delivered back to our loading dock in the main hotel facility at your expense.

"Empty" labels will be available at the Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in a non-accessible storage area during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

At the conclusion of move-in all trash will be removed from the show floor. Trash will also be periodically removed during the show by the Expo Center personnel.

ELECTRICAL: All connections to building power must be done by Expo Center Electricians. They are responsible for assembling, installing and dismantling any equipment that uses electricity as a source of power and draws that power from the building's electrical system. If you require electrical service to your booth(s), please refer to the order **form attached.**

We offer the following electrical services

| <u>VOLTAGES</u> | <u>AMPS RANGE</u> | <u>PHASE</u> |
|-----------------|-------------------|------------------|
| 120 Volts | 15-20 | Single |
| 208 Volts | 60 | Single and Three |
| 480 Volts | 60 | Three |

Only ONE Piece of equipment may be connected to ONE electrical service.

All electrical wiring and equipment installed at the Springfield Expo Center must comply with the City of Springfield Electrical Code. Our electricians reserve the right to refuse connections where wiring constitutes a safety hazard or does not meet the City Code.

If a client is found in non-compliance of the Code, we may be able to correct the fault and restore the booth to Code. This will be done on a time and materials basis at the exhibitor's expense

Code requires that electrical circuits not be loaded beyond 80 percent of their rated ampacity.

All 120-volt cords and cables must be 3-wire grounded. All larger cables must contain a ground wire also. 2-wire fixtures and electrical cords are not allowed.

Spring clamp light fixtures are not allowed.

Electrical wiring or equipment such as lights or cords may not be attached to booth dividers or curtains.

When ordering, pay particular attention to the **DEADLINE DATE – 10 days before move-in or January 6, 2012.** You may order utility services after the deadline date, however the services will be billed at a higher rate. Please note to two pricing titles, "Advance" and "Floor". The ADVANCE rates apply when your COMPLETE ORDER AND PAYMENT are received by us on or before the deadline date. The FLOOR rate applies to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us to plan effectively, place your order by the deadline date.



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INTERNET SERVICE ORDER FORM

Name of Show: Missouri Smallflows - 16th Annual Conference & Exhibition

Company Name: _____ EMAIL : _____

Contact Name: _____ Phone # _____ Fax # _____

Telephone/Internet Service Order Form

Internet Service: All pricing for internet access services include the first connection to one point in your booth. Do not forget to order the appropriate electrical service

All internet prices are flat rate; no per minute usage or connection charges apply

| SERVICE | | | RECOMMENDED USES |
|-----------------------------|--|--|--|
| High Speed Internet Service | | | A high speed digital connection for one PC |

Internet Service Order Form (continued)

Internet Services

| Quantity | Description | Advance Order (On or before 1/6/12) | Floor Order (AFTER 1/6/12) | Total |
|----------|---------------------|--|-------------------------------|-------|
| | High Speed Internet | \$200.00 | \$400.00 | |

Customer's Duties.

1. Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments or additions to the equipment without SEC's written consent. Only SEC employees or approved personnel are authorized to modify system wiring.
2. Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause within reasonable control of Customer, its representatives, employees, agents or invitees.
3. The equipment shall remain the sole and exclusive property of SEC or its assignee.

Events of Customer Default. Customer shall be in default hereunder if Customer fails to pay when due any rental payment of service charges or any other indebtedness to SEC, or Customer fails to return the equipment to SEC when required to do so hereunder, or fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder.

Limitations of Liability.

1. SEC's obligations under this agreement should not be liable for delay, failure to perform, or damage or destruction, or malfunction of the equipment or services or any consequence of any of the above, caused, occasion or due to fire, flood, water, the elements, labor disputes, or shortages, utilities curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God, or public enemy, war, military or government requisition, shortages of equipment or supplies, and availability of transportation, acts or omissions of anyone other than SEC, its representatives, agents or employees, or any other cause beyond SEC's reasonable control.
2. Claims will not be considered unless filed in writing with SEC by Customer prior to the close of the show identified on this agreement. Any complaint or claim should be brought to the service Desk prior to the end of the event.
3. In no event shall SEC be liable to the Customer or any other party for special collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of SEC or breach of any of the provisions of this agreement regardless of the form of action, including strict liability and negligence even if SEC has been advised of the possibility of such damages or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, toll or other consequential or indirect economic loss.

Internet Performance Disclaimer:

Lawful Use: Customer agrees that it shall use SEC's services and the Network only for LAWFUL PURPOSES. Customer

Internet Performance Disclaimer:

Lawful Use: Customer agrees that it shall use the Springfield Expo Center Services (SEC) services and the Network only for LAWFUL PURPOSES. Customer shall not knowingly make, cause to be made or assist in making any transmission, retransmission or unsolicited email (i) in violation of Federal or State Law, regulation or rule, (ii) in violation of any copyright (iii) which contains material or communication is threatening or obscene (iv) prohibited by any trade secret or similar restriction, or (v) which is libelous or slanderous. Customer shall indemnify, defend and hold harmless SEC from ANY and ALL claims resulting or alleged to result from (i) Customer's use of the connection provided by SEC and/or any service equipment or software provided by SEC or (ii) fault, negligence or failure of customer to perform customer's responsibility hereunder; (iii) claims against customer by any other party; (iv) any act or omission of any party furnishing services and/or products; or (v) the installation or removal of any and all equipment supplied by any person, including but not limited to SECC.

Unauthorized Access: SEC shall not be liable either in contract or in tort, for failure to prevent unauthorized access to Customer's equipment, or for unauthorized access to or alteration, theft, or destruction of client's data files, programs, or information, whether said unauthorized access, theft, destruction, etc. occurs by accident, fraudulent means or devices, or any other methods.

Customer Use Only: Customer may not sell, assign, sublet or share it is time, service order or use of the Network or SEC's service without the prior written consent of SEC

Internet Security Disclaimer: SEC does not provide security, such as but not limited to firewalls etc. for any data circuit(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Exhibitors are to agree to hold SEC; it's agent and contractor harmless for any and all liabilities arising from the use of non-secured data circuits.

Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless SEC and it's agents, employees, officers, directors and all successors and assignees from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses including reasonable attorney fees which result from or arise out of the negligent or wrongful use of the equipment or the services or from the acts or omissions of the customer or it's representative, agents, employees or invitees.

Entire Agreement/Amendment:: This agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede all prior oral or written discussions or agreements. This agreement may be amended only by written agreement executed by both parties

Payment Method

Check or Money Order Enclosed

All orders must include valid credit card number

Visa MasterCard AMEX

CREDIT CARD NUMBER (do not leave spaces between numbers)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

I also authorize charging any unpaid balance to my credit card

Credit Card Expiration – Date must be valid throughout the event date _____

CREDIT CARD HOLDER SIGNATURE NAME AS IT APPEARS ON CREDIT CARD DATE

Please make checks payable to Springfield Exposition Center

Return your order form to:
333 John Q. Hammons Parkway
Springfield, MO 65806
ATTENTION: CONVENTION SERVICES
OR BY FAX TO: 417-864-3077 or by email: sue.martin@jqh.com



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MATERIAL HANDLING ORDER FORM

Name of Show: Missouri Smallflows - 16th Annual Conference & Exhibition

Company Name: _____ **EMAIL :** _____

Contact Name: _____ **Phone #** _____ **Fax #** _____

MATERIAL HANDLING SERVICES

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constructed space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

| | |
|----------------------------------|-------------------|
| | Price per 100 lbs |
| Crated or Skidded Shipment..... | \$35.00 |
| Special Handling Shipment | \$60.00 |
| Uncrated or Pad Wrapped Shipment | \$100.00 |

| DESCRIPTION | WEIGHT | UNIT PRICE | ESTIMATED TOTAL COST |
|-----------------|---------------|------------|----------------------|
| SAMPLE - Crated | 200 / 100 = 2 | 35 | \$70.00 |
| | | | |
| | | | |

All rates are per 100 pounds. Please round up to the next 100 pounds. Handling fees include storage. Items should not be shipped to the Show Site more than three days prior to the show. Any shipment arriving before the three days will be refused.

Should your shipment require **a forklift** to be delivered to your booth, the following charges apply

Straight Time: 8:00am-4:00pm, Monday through Friday
 Overtime: 4:00pm-8:00am, Monday through Friday, ALL DAY Saturday and Sunday



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ELECTRICAL SERVICES ORDER FORM

Name of Show: Missouri Smallflows - 16th Annual Conference & Exhibition

Company Name: _____ **EMAIL :** _____

Contact Name: _____ **Phone #** _____ **Fax #** _____

ELECTRICAL SERVICES

We offer the following electrical services
 Rates include labor

| <u>VOLTAGES</u> | <u>AMPS RANGE</u> | <u>PHASE</u> |
|-----------------|-------------------|------------------|
| 120 Volts | 15-20 | Single |
| 208 Volts | 20-60 | Single and Three |
| 480 Volts | 277-480 | Three |

120 Volt Electric Service Connections (15-20 Amps) Single Phase

| QTY | DESCRIPTION | Advance Rate (On or before 1/6/12) | Floor Rate (AFTER 1/6/12) | Amount Due |
|------------------|--------------------|---------------------------------------|------------------------------|------------|
| | Outlet (1-20 amps) | \$45.00 | \$60.00 | |
| | | | | |
| | | | | |
| TOTAL DUE | | | | \$ |

ELECTRICAL SUPPLIES

| QTY | DESCRIPTION | Advance Rate (On or before 1/6/12) | Floor Rate (AFTER 1/6/12) | Amount Due |
|------------------|-----------------------------|---------------------------------------|------------------------------|------------|
| | Surge Protector (6 outlets) | \$35.00 | \$50.00 | |
| | Extension Cord – 25 feet | \$35.00 | \$50.00 | |
| | Extension Cord – 50- feet | \$45.00 | \$60.00 | |
| | Extension Cord – 100 feet | \$55.00 | \$70.00 | |
| TOTAL DUE | | | | \$ |

ELECTRICAL SERVICES (continued)

208 Volts Electric Service Connections (20-60)Amps Single Phase

| QTY | DESCRIPTION | Advance Rate (On or before 1/6/12) | Floor Rate (AFTER 1/6/12) | Amount Due |
|------------------|-------------|---------------------------------------|------------------------------|------------|
| | 20 Amp | \$100.00 | \$150.00 | |
| | 30 Amp | \$125.00 | \$175.00 | |
| | 40 Amp | \$150.00 | \$200.00 | |
| | 50 Amp | \$200.00 | \$300.00 | |
| | 60 Amp | \$200.00 | \$400.00 | |
| TOTAL DUE | | | | \$ |

208 Volts Electric Service Connections (20-60)Amps Three Phase

| QTY | DESCRIPTION | Advance Rate (On or before 1/6/12) | Floor Rate (AFTER 1/6/12) | Amount Due |
|------------------|-------------|---------------------------------------|------------------------------|------------|
| | 20 Amp | \$150.00 | \$200.00 | |
| | 30 Amp | \$200.00 | \$400.00 | |
| | 40 Amp | \$250.00 | \$500.00 | |
| | 50 Amp | \$300.00 | \$600.00 | |
| | 60 Amp | \$400.00 | \$800.00 | |
| TOTAL DUE | | | | \$ |

Please call if 480 service is required

Payment Method

Check or Money Order Enclosed

All orders must include valid credit card number

Visa MasterCard AMEX

CREDIT CARD NUMBER (do not leave spaces between numbers)

| | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

I also authorize charging any unpaid balance to my credit card

Credit Card Expiration – Date must be valid throughout the event date _____

CREDIT CARD HOLDER SIGNATURE

NAME AS IT APPEARS ON CREDIT CARD

DATE

Please make checks payable to Springfield Exposition Center

Return your order form to:

333 John Q. Hammons Parkway

Springfield, MO 65806

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OR BY FAX TO: 417-864-3077 or by email: sue.martin@jqh.com



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CARPET/EXTRA EQUIPMENT ORDER FORM

Name of Show: Missouri Smallflows - 16th Annual Conference & Exhibition

Company Name: _____ EMAIL : _____

Contact Name: _____ Phone # _____ Fax # _____

Carpets/Extra Equipment Order Form

Booth Size: _____ X _____

CARPET IS AVAILABLE IN GREY ONLY

Each "section" of carpet is 90 square feet (9x10)

Price includes delivery, installation and removal. Padding and visqueen covering an additional \$125.00 each per 9'x10' section

PLEASE NOTE THAT CARPET WILL NOT BE AVAILABLE AFTER THE PRE-ORDER DEADLINE OF January 6, 2012

| <u>Carpet Color</u> | <u>Date Installed</u> | <u>Installation Time</u> | <u>Number of 9x10 Sections</u> | <u>Cost Per Section</u> | <u>Total</u> |
|---------------------|-----------------------|--------------------------|--------------------------------|-------------------------|--------------|
| GREY | | | | \$150.00 | |
| | | | | | |

| <u>Visqueen Covering</u> | <u>Date Installed</u> | <u>Installation Time</u> | <u>Number of 9x10 Sections</u> | <u>Cost Per Section</u> | <u>Total</u> |
|--------------------------|-----------------------|--------------------------|--------------------------------|-------------------------|--------------|
| | | | | \$125.00 | |
| | | | | | |

| <u>Padding</u> | <u>Date Installed</u> | <u>Installation Time</u> | <u>Number of 9x10 Sections</u> | <u>Cost Per Section</u> | <u>Total</u> |
|----------------|-----------------------|--------------------------|--------------------------------|-------------------------|--------------|
| | | | | \$100.00 | |
| | | | | | |

