

# Payment Summary Form

The Log Home Shows – **Portland, OR**  
**Date(s):** October 30- November 1, 2009

**DEADLINE FOR ADVANCED DISCOUNTED ORDERS: October 15, 2009 Instructions:**

- 1.) Please total amounts from each order form and insert on the corresponding line(s) below.
- 2.) Calculate SUBTOTAL and insert on line marked TOTAL. 3.) All orders must be received in our office with payment by deadline noted above in order to qualify for advanced discount or floor order prices will be charged.

Furnishings Rental	\$ _____
Carpet Order	\$ _____
Freight Handling	\$ _____
Floral Order Form	\$ _____
Forklift Service/Custom Labor	\$ _____
Custom Signs and Banners	\$ _____
Electrical - Utilities	\$ _____
Telephone	
Internet Access	
<b>TOTAL</b>	<b>\$ _____</b>

Enclosed is our check in the amount of \_\_\_\_\_ Check # \_\_\_\_\_

Charge my credit card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ VISA \_\_\_\_\_

Card # \_\_\_\_\_ Expires \_\_\_\_\_

Card Holder's Name \_\_\_\_\_ 3 Digit Security Code \_\_\_\_\_  
(Print)

Signature of Card Holder \_\_\_\_\_

Address (billing address of card) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**\*By signing and returning this form, exhibitor accepts all terms and agreements**

**PLEASE RETAIN THIS COPY FOR YOUR RECORDS. No hard copy receipt will be sent.**

**Please be sure all terms and conditions on the previous page have been read and understood.**

**HAMM Event Services, Inc.**

119 West Hollis Lane • Fort Wayne, IN 46807 • (260) 744-5685 • Fax (260) 745-5188

# Table/Furnishings Rental Order Form

The Log Home Shows – **Portland, OR**  
**Date(s):** October 30 – November 1, 2009

DEADLINE FOR ADVANCED DISCOUNTED ORDERS October 15, 2009

QTY.	Description	Unit Price		Subtotal
		Advanced	Floor	
<b>Skirted Display Tables</b> – Skirted three sides with white vinyl top				
	4' x 2' x 30" tall	\$65.00		\$75.00
	6' x 2' x 30" tall	\$75.00		\$85.00
	8' x 2' x 30" tall	\$85.00		\$95.00
	3' x 30" round	\$65.00		\$75.00
	5' x 30" round	\$85.00		\$95.00
<b>Skirted Counter High Tables</b>				
	4' x 2' x 40" tall	\$75.00		\$85.00
	6' x 2' x 40" tall	\$85.00		\$95.00
	8' x 2' x 40" tall	\$95.00		\$105.00
	3' x 40" round	\$75.00		\$85.00
	5' x 40" round	\$85.00		\$95.00
<b>Extra Skirting</b>				
	Skirt for your table	\$30.00		\$40.00
	Skirt 4th side	\$20.00		\$25.00
<b>Skirt Color Choices</b>				
	White _____ Burgundy _____ Black _____ Teal _____			
	Red _____ Dark _____ Green _____ Silver _____			
<b>Booth Furnishings</b>				
	Folding Chair	\$10.00		\$15.00
	Side Chair	\$20.00		\$30.00
	Arm Chair	\$30.00		\$40.00
	Bar Stool w/back	\$40.00		\$50.00
	Easel	\$18.00		\$23.00
	Wastebasket	\$8.00		\$10.00
	Coat Tree	\$18.00		n/a
	Garment Rack	\$25.00		n/a
			Total	\$

QTY.	Description	Unit Price		Subtotal
		Advanced	Floor	
<b>UnSkirted Display Tables</b> – no skirting – white vinyl top only				
	4' x 2' x 30" tall	\$28.00		\$36.00
	5' x 2' x 30" tall	\$34.00		\$39.00
	8' x 2' x 30" tall	\$38.00		\$44.00
	3' x 30" round	\$25.00		\$35.00
	5' x 30" round	\$35.00		\$45.00
<b>Unskirted Counter High Tables</b>				
	4' x 2' x 40" tall	\$35.00		\$40.00
	6' x 2' x 40" tall	\$40.00		\$45.00
	8' x 2' x 40" tall	\$45.00		\$50.00
	3' x 40" round	\$35.00		\$40.00
	5' x 40" round	\$40.00		\$50.00
<b>Miscellaneous Items and Hardware</b>				
Use color choices for drape. Drape is priced per linear foot.				
ft.	8' tall booth drape	\$5.00		\$8.00
ft.	3' tall booth drape	\$4.00		\$6.00
	3' uprights w/base	\$6.00 /set		\$10.00 /set
	8' uprights w/base	\$10.00 /set		\$15.00 /set
	Horizontal bar	\$10.00		\$15.00
	12'- 16' up w/base	\$50.00 ea		\$60.00 ea
	4' x 6' pegboard	\$100.00		n/a
	Horiz. _____ Vert. _____			
	4' x 8' Velco board	\$100.00		n/a
	Horiz. _____ Vert. _____			
	4' table risers skirted	\$25.00		n/a
	6' table risers skirted	\$35.00		n/a
	8' table risers skirted	\$45.00		n/a
	Jewelry case	\$280.00		n/a
	Refrigerator	\$200.00		n/a
			Total	\$

Payment must be included with all orders whether via fax, mail or at show-site. We will **NOT** accept phone orders.

Exhibitor: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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# Carpet Rental Order Form

The Log Home Shows – **Portland, OR**  
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<b>STANDARD BOOTH CARPET</b> <i>Please make selections</i>				
Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. This carpet is not designed to cover the entire area of your booth. You will have a 1' gap at the back. If you would prefer to have your entire area carpeted, please refer to custom carpet orders below.				
Size	Quantity	Advance Price	Floor Price	Total
9 x 10		\$95.00	\$125.00	
9 x 20		\$190.00	\$240.00	
9 x 30		\$280.00	\$330.00	
20 x 20		Custom Cut \$400.00	\$500.00	
20 x 30		Custom Cut \$600.00	\$700.00	

<b>CUSTOM BOOTH CARPET</b>			
Complete exhibit carpet price includes laying, trimming, seaming, waste, edge taping, rental and removal of carpet cut specifically to your measurements and/or needs.			
Complete area size _____ ft. x _____ ft. = _____ total sq. ft.			Total
Advanced Price \$1.50 sq. ft.	Floor Price \$1.90 sq. ft.	multiply total square feet times price to get total	

<b>*CARPET COLOR SELECTION</b>	
Red _____ Grey _____ Dk. Green _____	
Blue _____ Black _____ Burgundy _____	

<b>MISCELLANEOUS</b>			
	Advance Price	Floor Price	Total
Carpet Padding _____ ft. x _____ ft. = _____ total sq. ft.	at \$0.70 per sq. ft.	at \$0.80 per sq. ft.	
Plastic Covering _____ ft. x _____ ft. = _____ total sq. ft.	at \$0.35 per sq. ft.	at \$0.35 per sq. ft.	

<b>CARPET SWEEPING</b>	
	Total
Daily Sweeping _____ ft. x _____ ft. = _____ total sq. ft. at \$0.15 per sq. ft. x _____ days	

\*Color choices not selected by exhibitor will be provided to coordinate with show colors.

Exhibitor: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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# Shipping Instructions and Order for Freight Handling

The Log Home Shows – **Portland, OR** Date(s): October 30 – November 1, 2009

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### IMPORTANT

**HAMM EVENT SERVICES, INC. IS THE OFFICIAL AND EXCLUSIVE FREIGHT HANDLING CONTRACTOR FOR THIS EVENT. FREIGHT HANDLING CHARGES WILL APPLY TO ANY SHIPMENTS ARRIVING TO THE FACILITY OR ADVANCE WAREHOUSE VIA COMMON CARRIER. YOU ARE FREE TO HANDLE YOUR OWN FREIGHT WITHOUT CHARGE VIA YOUR OWN PERSONAL OR COMPANY VEHICLE.**

YOU MUST RETURN THIS FORM IF SENDING FREIGHT EITHER TO THE SHOW OR THE WAREHOUSE. FREIGHT ARRIVING WITHOUT THIS FORM PROPERLY FILLED OUT AND SENT TO HAMM EVENT SERVICES, INC. WILL NOT BE RELEASED TO THE EXHIBITOR UNTIL FORM IS SUBMITTED.

PLEASE BE SURE SHIPPING LABEL READS AS INDICATED.

ADVANCE SHIPPING ADDRESS	To: (Exhibitor/Booth Number) For: The Log Home Shows HAMM Event Services, Inc. Portland Expo Center 2060 North Marine Drive Portland, OR 97217	To: (Exhibitor/Booth Number) For: The Log Home Shows HAMM Event Services, Inc. Portland Expo Center 2060 North Marine Drive Portland, OR 97217	DIRECT TO SHOW SITE SHIPPING ADDRESS
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**Freight to arrive no earlier than October 28, 2009**

**Freight to arrive no later than October 28, 2009**

*THE FOLLOWING INFORMATION IS MANDATORY FOR ALL COMMON CARRIER FRIEGHT*

Carrier \_\_\_\_\_ Tracking Number(s) \_\_\_\_\_

# of Shipment \_\_\_\_\_ Total # of Pieces \_\_\_\_\_ Data Shipped \_\_\_\_\_

Name of Exhibiting Company \_\_\_\_\_

Address of Exhibiting Company \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Contact Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Booth # \_\_\_\_\_

### INSTRUCTIONS FOR CALCULATING FREIGHT HANDLING CHARGES

1. Freight Handling rates are charged per hundred weight (*i.e.* 365 lbs = 4CWT rounded up).
2. There is a **200 Pound** minimum per shipment.
3. Overtime rates apply to handling between 4:30 pm - 8:00 am M-F Weekends and Holidays.
4. Rates are as follows, **Advanced** - \$40/CWT (\$50/CWT O.T.) **Direct** - \$35/CWT (\$45/CWT O.T.)
5. Any package or delivery that arrives to advanced warehouse or direct to site that has no bill of lading (*i.e.* *Federal 6. Express or UPS packages*) will be charged a surcharge of \$10.00 per package.
6. HAMM Event Services, Inc. charges a flat rate of \$25.00 for letter deliveries.

TOTAL WEIGHT	RATE (STRAIGHT OR O.T.)	TOTAL AMOUNT DUE

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# Forklift Service, Display Install/ Dismantle Labor & Banner Hanging

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*Listed below are two installation and dismantle plans available to exhibitors for their custom display.*

- **PLAN A** — Complete custom installation and dismantle service under the supervision of the Floor Supervisor. Basic labor rate is \$55.00 per man, per hour. Overtime rate is \$82.50 per man, per hour. Our installation crew will proceed with installation at the earliest possible time unless specified below. All efforts will be made to complete work during straight time but is not guaranteed. **BLUEPRINTS, INSTRUCTIONS, AND A CONTACT PHONE NUMBER MUST BE AVAILABLE. (CONTACT SHOULD BE AVAILABLE DURING SET-UP).**
- **PLAN B** — Exhibitor Supervised Service — Basic labor rate is \$45.00 per man, per hour. Overtime rate is \$70.00 per man, per hour. Labor will be dispatched in accordance with your requested schedule. Under this plan, it is the exhibitors responsibility to call for labor at our service desk at the show. It is your responsibility to check-in at our Service Desk to dispatch labor to your booth. Charges for labor will begin at the time indicated below unless 48 hour notice is given.

**FORKLIFT OPERATOR** — A standard 5,000 lb. capacity forklift operator is available to exhibitors to assist in loading, unloading and/or moving product to and from the exhibits booth from a personal vehicle. Common Carrier freight will automatically be handled provided the Shipping Instructions and Order for Freight Form (Page 6) has been filled out.

### LABOR RATES

Display Labor (One Hour Minimum)

Plan A — Straight Time: \$55.00 per man, per hour  
 Plan A — Overtime: \$82.00 per man, per hour  
 Plan B — Straight Time: \$38.00 per man, per hour  
 Plan B — Overtime: \$60.00 per man, per hour

Forklift Operator (1/2 hour minimum)

Straight Time: \$50.00 per 1/2 hour (up to 5,000 lbs.)  
 Overtime; \$75.00 per 1/2 hour (up to 5,000 lbs.)  
**Over 5,000 lb. & reach lift orders need confirmation from HAMM Event Services, Inc. to insure availability—warehouse fork lifts will automatically be on site.**

**HAMM EVENT SERVICES, INC. IS THE EXCLUSIVE SOURCE FOR ALL LIFT WORK OF ANY KIND – NO EXCEPTIONS**

Banner Hanging

Shrink Wrap: \$25.00 per skid  
 >From Ceiling: \$200.00 per 10' banner  
 From 16" pole: \$100.00 per 10'

Straight time is between the hours of 8:00 am and 4:30 pm Monday thru Friday.  
 All other hours and days, including Holidays are Overtime.

Please Fill Out Section Below To Schedule Labor

	Plan Choice	# of Laborers	Date	Day	Start Time	Est. Hours	Rate	Total
Set-up								
Dismantle								
Forklift								
Banner Hanging								

Orders placed at show site will be processed AFTER pre-arranged services are completed. Orders placed at show site are subject to 20% additional surcharge with no guaranteed start times available. Billing will be based on actual time with requested times serving as minimums.

Exhibitor: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name and Telephone Number: \_\_\_\_\_

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