



6511 E 44th Street, Tulsa, OK 74145

(918) 622-8102, baylor@partyprorents.com

Tulsa Home Shows
Spring Home & Outdoor
Living Expo

River Spirit Expo Tulsa

April 26th -28th. 2019

GENERAL INFORMATION

****Each 10x10 booth will consist of 8' tall back wall drape and 3' tall divider drapes on the side of the booth****

((Please use the enclosed forms ONLY if ordering additional services))

PAYMENT POLICIES

****Early discount orders and payment must be received no later than Friday, April 19th, 2019****

****All other orders must be received by 12:00 noon no later than Tuesday, April 23rd, 2019****

- Payment in full of rental charges, including applicable tax, must accompany your advance order to qualify for DISCOUNT RATES.
- Complete the Rental Forms and calculating the totals for each form.
- Complete the Credit Card Authorization form which must be signed and be in accompany of the rental form.
- Email your order to: baylor@partyprorents.com
- Services are not rendered until payment is received. You must show a paid receipt if disputing payment.
- Visa, Mastercard, Discover, American Express and Checks are accepted. A credit card must be on file with your order.
- There is a 50% cancellation fee after your order is received. Items cancelled 7-days prior to the tradeshow move-in will be charged 100% of original price.

Please call Party Pro Rents should you require services or products not listed in this tradeshow packet.

We appreciate your business,
Party Pro Rents



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Rental Order
 Spring Home & Outdoor Living Expo
 April 26th-28th, 2019

Company name:
Address:
Ordered by:
Email:
Authorized by:

Booth No:
City, State:
Zip:
Contact Number:
Set-up time:

Draped Tables 30" Width: *Floor length table cloth, any color (subject to availability)*

<u>Qty</u>	<u>Item</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
	4' Table, 30" Tall	\$65.00	\$78.00	\$
	6' Table, 30" Tall	\$75.00	\$90.00	\$
	8' Table, 30" Tall	\$82.00	\$98.00	\$
	48" Round Table, 30" Tall	\$70.00	\$84.00	\$
	Table Leg ext's raises table to 42" Tall	\$25.00	\$35.00	\$
	30" Round Table, 30" Tall	\$65.00	\$78.00	\$
	30" Round Table, 42" Tall	\$75.00	\$90.00	\$

Tables Without Draping:

<u>Qty</u>	<u>Item</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
	4' Table, 30" Tall	\$50.00	\$60.00	\$
	6' Table, 30" Tall	\$60.00	\$72.00	\$
	8' Table, 30" Tall	\$70.00	\$84.00	\$
	30" Round Table, 30" Tall	\$50.00	\$60.00	\$
	30" Round Table, 42" Tall	\$60.00	\$72.00	\$
	48" Round Table, 42" Tall	\$65.00	\$78.00	\$

Additional Rental Items:

<u>Qty</u>	<u>Item</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
	Leg extensions (one set) for table	\$20.00	\$24.00	\$
	Wastebasket	\$12.00	\$14.00	\$
	Easel	\$28.00	\$34.00	\$
	Wood Barstool	\$10.00	\$12.00	\$
	Padded Barstool	\$55.00	\$12.00	\$
	Black Padded Banquet Chair	\$16.00	\$20.00	\$

Carpet: *Color is Black. Call if alternative color is needed*

<u>Qty</u>	<u>Item</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
	10' x 10'	\$85.00	\$127.50	\$
	10' x 20'	\$170.00	\$255.00	\$
	10' x 30'	\$255.00	\$382.50	\$
	Bulk Carpet per sq yd	\$6.00	\$9.00	\$
	Carpet Pad per sq yd	\$4.50	\$6.75	\$

Enter quantity of calculating sp yardage (__ ft.x __ ft. Divided by 9= __ sp. yds)



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Address:

Ordered by:

Email:

Authorized by:

Booth No:

City, State:

Zip:

Contact Number:

Set-up time:

<u>Qty</u>	<u>Item</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
	Stanchion (Chrome or Gold)	\$35.00	\$52.00	\$
	Velour Rope for Stanchions (Black or Red)	\$25.00	\$37.50	\$
	Z-Rack	\$25.00	\$37.50	\$
	Battery Operated LED Lights	\$66.00	\$90.00	\$
	LED Booth Up Lighting	\$66.00	\$90.00	\$

Additional Drape Per Foot:

<u>Qty</u>	<u>Item</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
	Feet of 8' tall drape	N/A	\$4.50	\$
	Feet of 3' tall drape	N/A	\$4.50	\$

Premium Furniture: *Please call for additional furniture options*

<u>Qty</u>	<u>Item</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
	Aluminum Tall Bistro Table	\$75.00	\$90.00	\$
	White Leather Chair	\$150.00	\$180.00	\$
	White Leather Loveseat	\$300.00	\$360.00	\$
	White Leather Couch	\$400.00	\$480.00	\$
	Black or White Banquette Chair	\$225.00	\$270.00	\$
	White Leather Bar	\$225.00	\$270.00	\$
	Wood Pallet Bar	\$200.00	\$240.00	\$
	LED Light-up Bar	\$300.00	\$360.00	\$
	Acrylic Frost Tall Table 23" x 23" x 42"	\$95.00	\$114.00	\$
	Glass Top Coffee Table	\$65.00	\$78.00	\$
	Glass Top End Table	\$45.00	\$54.00	\$
	Vintage Ivory Sofa	\$225.00	\$270.00	\$
	Pilgrim Chair with Cushion	\$27.00	\$32.00	\$



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Zip:
Contact Number:
Set-up time:

Material Handling Rates per 100 lbs.

Straight Time on In & Out	Straight Time & Overtime	Overtime 2-Way	Estimated Weight of Shipment
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	\$75.00	\$85.00	100 lbs. minimum

Material & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored & 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 Party Pro Rents will deliver freight to the exhibitor's booth.

Advance Shipment (Please use the shipping labels provided on the next page)

Party Pro Rents Warehouse: [Receiving Dates] _____

Directly to Show Venue: [Receiving Dates] _____

If you have any questions or concerns regarding confirming deliveries and or set-up/pick-up, after the show, please call Baylor Cashmore at 918-622-8102 Ext: 1001. Freight left at show site will be shipped back to exhibitor by Party Pro Rents through a standard parcel carrier within 10 business days and billed to exhibitor.

Discount Deadline: _____

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 Party Pro Rents move-in will be charged 50% of the listed price.

All charges MUST be prepaid and Credit Card must be on file with this order:

Sub-Total	
Fuel Surcharge (4% of Sub-Total)	
Total Due	

Make checks payable to Party Pro Rents

By signing below, you authorize Party Pro Rents to handle any freight sent to the show from your company:

X _____



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- Freight collect shipments WILL NOT be received.
- All shipments must arrive with original copies of empty and laden weight tickets from a certified sale.
- Party Pro Rents is NOT equipped to handle refrigerated or frozen shipments.
- Public halls and hotels are not equipped to handle or store freights prior to exhibitor move-in.
- Late shipments are subject to additional handling charges.

- Our services include off-loading at our dock or public facility dock, delivery to your booth, removal and storage of empty containers during show hours, return of containers at end of show and loading out on carriers' trucks at show sites.
- All shipments should be insured by the exhibitor from the time the freight leaves the point of origin until the shipment returns to the exhibitor after the end of the event.
- Party Pro Rents is not responsible for shipments left in your booth. We will ship these as your carrier arrives to load, provided that your company representative has made prior to arrangements to do so.

- If your carrier fails to pick-up your shipment. Party Pro Rents reserves the right to reroute such shipments or haul them to our warehouse pending advice from the exhibitor, who will be charged accordingly for this service. Party Pro Rents will not assume liability as a result of these changes.
- Party Pro Rents will not be responsible for damage to improperly packed materials whether visible or concealed or for theft or loss of any materials.



Place exhibitor name & booth number on top line



2019 Spring Home & Outdoor Living Expo

c/o Party Pro Rents
4250 S 68th E Ave
Tulsa, OK 74145

2019 Spring Home & Outdoor Living Expo

c/o Party Pro Rents
Tulsa Fairgrounds-Exchange Bldg
4145 E 21st
Tulsa, OK 74114



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CREDIT CARD AUTHORIZATION FORM

Customer or business name: _____ Booth#: _____

Billing address: _____

Daytime contact number: _____ Alternative contact number: _____

Type of Credit Card: _____ Mastercard _____ Visa _____ American Express _____ Discover

Credit Card number: _____

Expiration date: _____ Security Code: _____

Cardholder Signature: x _____ Date: _____

Print cardholder name: _____

Please check the appropriate box:

- This authorization is to be used to the current purchase only. For the dollar amount of \$ _____
- Retain this card on file during the show and list the authorized users to confirm services during the Remodeling Expo _____

All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Rental reservations that are paid before or on the discount deadline date will receive the discount price rate. Payments received after the discount deadline date and time will receive standard pricing. All payments are due in advance.

If ordering with a purchase order (PO#), arrangements must be made with Party Pro Rents to determine a payment schedule. A discount does not apply when paying with a PO# without communication.

I accept and agree to the responsibility for all rental items released to me until returned to Party Pro Rents in the condition items were received and according to the date specified on the order confirmation. I understand during the course of rental items can be lost, damaged, or misplaced. I authorize Party Pro Rents to apply charges to the above specified credit card for any lost, damaged or misplaced items not returned by the due date if no other arrangements have been made for payment. Rental charges will not be applied toward the sale amount for damaged and lost items.