



**SETUP SERVICE ORDER**  
 APRIL 23-35, 2021  
**RIVER SPIRIT EXPO AT EXPO SQUARE**  
 TULSA, OK



4/4/2021

Email completed forms to: <b>Frank@TulsaHomeShows.com</b>	Or fax them to: <b>918-742-2260</b>	Questions? Call Frank at <b>918-605-5480</b>
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**1. Exhibitor Contact Information**

CONTACT: .....	TITLE: .....
COMPANY: .....	PHONE: .....
STREET: .....	CELL: .....
CITY,ST, ZIP: .....	FAX: .....
WEBSITE: .....	EMAIL: .....

2. Forklift Services	<i>1-hour increments with a 1-hour minimum</i>	Est. Start	Hours	Hourly Rate	Line Total
<b>Straight Time:</b>	<b>2:00 pm to 5:00 pm</b>	<b>Tuesday</b>	<b>April 20th</b>	_____ X <b>\$95/hr</b>	= _____
<b>Overtime:</b>	<b>5:00 pm to 8:00 pm</b>	<b>Tuesday</b>	<b>April 20th</b>	_____ X <b>\$145/hr</b>	= _____
<b>Straight Time:</b>	<b>2:00 pm to 5:00 pm</b>	<b>Wednesday</b>	<b>April 21st</b>	_____ X <b>\$95/hr</b>	= _____
<b>Overtime:</b>	<b>5:00 pm to 8:00 pm</b>	<b>Wednesday</b>	<b>April 21st</b>	_____ X <b>\$145/hr</b>	= _____
<b>Straight Time:</b>	<b>8:00 am to 5:00 pm</b>	<b>Thursday</b>	<b>April 22nd</b>	_____ X <b>\$95/hr</b>	= _____
<b>Overtime:</b>	<b>5:00 pm to 8:00 pm</b>	<b>Thursday</b>	<b>April 22nd</b>	_____ X <b>\$145/hr</b>	= _____
<b>Overtime:</b>	<b>5:00 pm to 8:00 pm</b>	<b>Sunday</b>	<b>April 25th</b>	_____ X <b>\$145/hr</b>	= _____
<b>Straight Time:</b>	<b>8:00 am to 12:00 pm</b>	<b>Monday</b>	<b>April 26th</b>	_____ X <b>\$95/hr</b>	= _____

*Forklift service is scheduled first-come first-served within each time bracket and estimated start time.*

**3. Overhead Signage Hanging and Retrieval**

- Each Exhibitor has the right to have banners hung from the ceiling within the air space directly over their booth.
- Signs & banners to be hung must be fully assembled, in your booth space, by 4pm on Tuesday, April 20th.
- Signage retrieval will occur and be complete by 10am Monday, April 26th.
- All retrieved signage must be out of the building by 12pm Monday, April 26th.

	Quantity	Each	Line Total
<b>Small Banners: 1st banner up to 8'x10'</b>	_____	X <b>\$185</b>	= _____
<b>Additional banners up to 8'x10'</b>	_____	X <b>\$140</b>	= _____
<b>Large Banners: Banners larger than 8'x10'</b>	_____	X <b>\$275</b>	= _____
<b>Other Banners: Multi-Sided or Geometric</b>	_____	X <b>\$325</b>	= _____
<b>ORDER TOTAL</b>			= _____

**4. Payment** All setup services must be prepaid. Forklift time beyond original pre-paid amount will process in a second transaction.

**Credit/Debit Card Info:** 3% convenience fee applies to all card charges. ACH Transfers have no fee. Card Type: VISA M/C DISC AMEX

Name as it appears on card: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

Card No.: \_\_\_\_\_ Card Billing Zip Code: \_\_\_\_\_

**Bank Account Info to authorize ACH Transfers:** Checking \_\_\_ Savings \_\_\_ Commercial \_\_\_ Personal \_\_\_

Name on Account: \_\_\_\_\_ Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**5. Acceptance** By signing below, Exhibitor listed above agrees to the rates and terms of this order and hereby authorizes all charges arising therefrom.

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 Exhibitor Signature Date