



**PEORIA FLAG  
&  
DECORATING CO.**  
-EXHIBITION DECORATORS-

**920 E. GLEN AVENUE  
PEORIA HEIGHTS, ILLINOIS 61616-5377  
(309) 685-8989 \* (800) 322-3946  
FAX (309) 685-8537  
CENTRAL ILLINOIS FLAG HEADQUARTERS**

Service we're proud of!

**2019**

**INDEPENDENT INSURANCE AGENTS OF ILLINOIS CONVENTION  
&  
TRADE SHOW  
OCTOBER 2<sup>nd</sup>, 2019  
CROWNE PLAZA HOTEL  
SPRINGFIELD, ILLINOIS**

**Dear Exhibitors:**

**Peoria Flag & Decorating Co.,** is pleased to have been once again selected as the Official Services Contractor for the **INDEPENDENT INSURANCE AGENTS OF ILLINOIS CONFERENCE AND TRADE SHOW** to be held at the **CROWNE PLAZA HOTEL IN SPRINGFIELD, ILLINOIS** on **OCTOBER 2<sup>nd</sup>, 2019**.

Enclosed in this manual are all the necessary order forms to assist you with your pre-planning efforts. We do ask that you check deadline dates and mail forms back to the proper suppliers.

**Cutoff date to receive the discount rate will be Friday September 27<sup>th</sup>, 2019, after that date all orders received will be charged at the Full Rate!!**

**INDEPENDENT INSURANCE AGENTS ASSOCIATION** will be providing the following booth equipment per each 10' exhibit space.

You will receive one package for each booth space you reserve.

- 8' high drape back wall (**ALL BLACK**) in color
- 3' high drape side rail (**GRAY**) in color
- (1) 6' x 24" wide x 30" tall draped table (**BLACK**) in color
- (2) folding chairs
- (1) wastebasket
- (1) 7"x44" identification sign
- Wireless internet on tradeshow floor

**PLEASE NOTE THAT ELECTRICAL SERVICE IS NOT INCLUDED WITH THE STANDARD BOOTH PACKAGE AND MUST BE ORDERED THRU THE CROWNE PLAZA HOTEL, USING THE FORM AT: [www.ilconvention.com/exhibitor!!](http://www.ilconvention.com/exhibitor!!)**

**Please note: THE ENTIRE EXHIBIT FLOOR IS CARPETED.**

Exhibitor Set-up Hours:	Wednesday October 2 <sup>nd</sup> , 2019	8:00am – 3:00pm
Show Hours:	Wednesday October 2 <sup>nd</sup> , 2019	3:00pm – 6:30pm
Exhibitor Teardown:	Wednesday October 2 <sup>nd</sup> , 2019	6:30pm – 9:00pm

If Peoria Flag & Decorating Co. can be of any further assistance, please call our Customer Service Department at (800)322-3946 or email [brian@peoriaflag.com](mailto:brian@peoriaflag.com).

## ORDER SUMMARY



### ORDER FORM CHECK LIST

Please check the forms you are returning with your order and fill in the totals for each page.

- |  |          |
|--|----------|
| <input type="radio"/> Payment Authorization        | -na-     |
| <input type="radio"/> Rental Furniture & Equipment | \$ _____ |
| <input type="radio"/> Display Rental               | \$ _____ |
| <input type="radio"/> Freight Handling             | \$ _____ |
| <input type="radio"/> Custom Signs                 | \$ _____ |
| <input type="radio"/> Installation/Dismantle Labor | \$ _____ |
| <input type="radio"/> Provided Table               | \$ _____ |

➤ GRAND TOTAL



\$ \_\_\_\_\_

NAME OF EVENT: **2019 IIA OF ILLINOIS CONVENTION & TRADE SHOW – CROWNE PLAZA HOTEL – SPRINGFIELD, IL** Booth # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE #: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PLEASE PRINT OR TYPE

### PAYMENT POLICY

**THIS SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER!**

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER FOR ANY RENTALS OR SERVICES THAT ARE TO BE PROVIDED BY PEORIA FLAG & DECORATING CO., INC. A CREDIT CARD IS REQUIRED TO BE ON FILE EVEN IF YOUR ORDER IS PAID BY CASH OR CHECK. Payment in full for all rentals and services, including applicable state and local tax, must accompany your advance orders to qualify for the **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders received without payment, after the stated deadline date, and for your orders placed at the show site will be charged at the **STANDARD RATE**. Charges are due and payable upon presentation of invoice at the show site. Credit will be extended to customers that have approved credit applications on file with Peoria Flag & Decorating Co., Inc. Payments received within 30 days of invoice date will be **NET**. After 30 days, a service charge of 2% per month (24% per annum) will be added to the unpaid balance of the invoice until it is paid.

**CREDIT CARD INFORMATION MUST BE ON FILE TO COMPLETE YOUR ORDER EVEN IF YOU ARE PAYING BY CASH OR CHECK. ANY UNPAID BALANCES WILL BE CHARGED TO THE CREDIT CARD ON FILE.**

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<input type="checkbox"/>	VISA	<input type="checkbox"/>	MASTER CARD	<input type="checkbox"/>	AMERICAN EXPRESS	<input type="checkbox"/>	DISCOVER	EXPIRATION DATE: _____	V-CODE: _____
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**V- CODE: AM EX-FRONT OF CARD, ABOVE CREDIT #, VISA/MC/DISC- BACK OF CARD, LAST 3 DIGITS IN SIGNATURE AREA**

PRINT CARD HOLDER'S NAME: \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

SIGNATURE OF CARDHOLDER \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

### PLEASE INDICATE YOUR FORM OF PAYMENT

☐ CREDIT CARD ON FILE Please use the above card on file for all charges, and for all remaining balances not covered by the check.

☐ COMPANY CHECK Check Number: \_\_\_\_\_ Please make all checks payable to Peoria Flag & Decorating Co.

☐ APPROVED HOUSE ACCOUNT Please charge at the **STANDARD RATE** all charges to our **APPROVED** Peoria Flag & Decorating Co House Account. We understand all terms and conditions.

**PURCHASE ORDER** (please attach copy) — P.O. #: \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE & TITLE:** \_\_\_\_\_

**NAME OF EVENT: 2019 IIA OF ILLINOIS CONVENTION & TRADE SHOW — CROWNE PLAZA HOTEL — SPRINGFIELD, IL**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(c/s/z) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

**RENTALS ARE NON-TAXABLE**

**PLEASE PRINT OR TYPE**

## RENTAL FURNITURE AND EQUIPMENT ORDER FORM

**PAYMENT POLICY:** Payment in full of rental charges, must accompany your ADVANCE ORDER to qualify for DISCOUNT RATES. See enclosed PAYMENT POLICY AND BILLING AUTHORIZATION FORM which must be signed and accompany this order form.

**CANCELLATION POLICY:** Items cancelled after move-in begins will be charged at 50% of original price -- Carpeting and draped table(s) at 100% of price.

**COLOR/SIZE SELECTIONS:** Circle color and/or size where applicable. Choices not indicated will be selected by Peoria Flag to coordinate with show colors.

**ORDERS WILL BE ENTERED AS CHECKED BELOW. CHARGES INCLUDE PLACING IN BOOTH READY FOR USE. EQUIPMENT IS ON A RENTAL BASIS ONLY. ORDERS CONFIRMED ONLY UPON REQUEST. ALL MATERIALS REMAIN THE PROPERTY OF PEORIA FLAG & DECORATING CO.**

CHAIRS	DISCOUNT RATE	STANDARD RATE	QUANTITY
FOLDING CHAIR	\$8.00	\$11.00	
PADDED SIDE CHAIR	15.00	\$20.00	
PADDED ARM CHAIR	17.00	\$22.00	
PADDED STOOL W/BACK	35.00	\$40.00	
<b>CARPETING</b>		SHOW LOCATION IS: <b>CARPETED</b>	
10' x 10'	\$85.00	\$100.00	
10' x 20'	\$170.00	\$200.00	
10' x 30'	\$255.00	\$285.00	
CARPET PADDING ...PER SQ./FT.	\$0.85	\$1.00	
<input type="checkbox"/> BLACK <input type="checkbox"/> GRAY <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		CARPET IS SHOW READY WHEN DELIVERED TO YOUR BOOTH. SEE CLEANING FORM FOR ADDITIONAL VACUUMING.	
<b>ADDITIONAL DRAPE</b>			
8' HIGH	\$4.50	\$5.75	
3' HIGH	\$3.50	\$4.75	
PRICES PER LINEAL FOOT	<b>COLOR:</b>		
<b>TABLETOP RISERS</b>			
4' L x 12" W x 10" H	\$24.00	\$30.00	
6' L x 12" W x 10" H	\$28.00	\$34.00	
ALL RISERS ARE COVERED & SKIRTED IN WHITE ONLY			
<b>MISCELLANEOUS EQUIPMENT</b>			
WASTEBASKET	\$9.00	\$11.00	
25' (16 GA.) EXTENSION CORD	\$9.00	\$11.00	
EASEL	\$15.00	\$20.00	
ROUND PEDESTAL TABLE SKIRTED (30" W x 30" H)	\$45.00	\$55.00	
ROUND PEDESTAL TABLE SKIRTED (30" W x 40")	\$55.00	\$65.00	

TABLES 30" H x 2' W	DISCOUNT RATE	STANDARD RATE	QUANTITY
4' LONG TABLE, SKIRTED 3 SIDES	\$55.00	\$65.00	
6' LONG TABLE, SKIRTED 3 SIDES	\$65.00	\$75.00	
8' LONG TABLE, SKIRTED 3 SIDES	\$70.00	\$80.00	
4' LONG TABLE, NOT SKIRTED	\$30.00	\$35.00	
6' LONG TABLE, NOT SKIRTED	\$35.00	\$40.00	
8' LONG TABLE, NOT SKIRTED	\$40.00	\$45.00	
<b>COUNTER TABLES 40" H x 2' W</b>			
4' LONG COUNTER, SKIRTED 3 SIDES	\$65.00	\$75.00	
6' LONG COUNTER, SKIRTED 3 SIDES	\$75.00	\$85.00	
8' LONG COUNTER, SKIRTED 3 SIDES	\$80.00	\$90.00	
4' LONG COUNTER, NOT SKIRTED	\$35.00	\$40.00	
6' LONG COUNTER, NOT SKIRTED	\$40.00	\$45.00	
8' LONG COUNTER, NOT SKIRTED	\$45.00	\$50.00	

SKIRT 4th SIDE OF TABLE			
SKIRT 4th SIDE of 30" TABLE (S)	\$20.00	\$25.00	
SKIRT 4th SIDE of 40" TABLE(S)	\$25.00	\$30.00	
<b>SKIRT COLOR DESIRED:</b> (INCLUDES WHITE VINYL TOP COVER)			
<input type="checkbox"/> RED	<input type="checkbox"/> SILVER	<input type="checkbox"/> BURGUNDY	<input type="checkbox"/> LIGHT GREEN
<input type="checkbox"/> WHITE	<input type="checkbox"/> TEAL	<input type="checkbox"/> HUNTER GREEN	<input type="checkbox"/> BEIGE
<input type="checkbox"/> BLUE	<input type="checkbox"/> BLACK	<input type="checkbox"/> GOLD	

### EACH 10' BOOTH SPACE WILL CONTAIN THE FOLLOWING:

- One 6' x 24" wide x 30" tall black skirted table
- Two folding chairs
- One wastebasket / ID Sign
- The entire exhibit area is carpeted

**NAME OF EVENT: 2019 IIA OF ILLINOIS CONVENTION & TRADE SHOW – CROWNE PLAZA HOTEL – SPRINGFIELD, IL**

**COMPANY:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **PHONE #:** (\_\_\_\_\_) \_\_\_\_\_



920 E. GLEN AVE.  
PEORIA HEIGHTS, ILLINOIS 61616-5377  
(309) 685-8989 (800) 322-3946 FAX (309) 685-8537  
Website: [www.peoriaflag.com](http://www.peoriaflag.com)

DEADLINE FOR THIS FORM  
**SEPTEMBER 27<sup>TH</sup>, 2019**  
RETURN EITHER BY FAX OR  
MAIL

TOTAL: \$ \_\_\_\_\_

PLEASE PRINT OR TYPE

## PROVIDED TABLE ORDER FORM

RENTALS ARE NON-TAXABLE

WE WOULD LIKE THE PROVIDED TABLE(S) IN OUR BOOTH(S) TO BE:  
30" TALL x 24" WIDE TABLE(S)

4' LONG \_\_\_\_\_ NUMBER OF PROVIDED TABLES

6' LONG \_\_\_\_\_ NUMBER OF PROVIDED TABLES

8' LONG \_\_\_\_\_ NUMBER OF PROVIDED TABLES

☐ DO NOT NEED TABLES IN OUR BOOTH

PLEASE UPGRADE THE PROVIDED TABLE(S) TO 40" TALL.  
THE COST IS \$30.00 PER PROVIDED TABLE.

4' LONG \_\_\_\_\_ x \$30.00 = \$ \_\_\_\_\_

6' LONG \_\_\_\_\_ x \$30.00 = \$ \_\_\_\_\_

8' LONG \_\_\_\_\_ x \$30.00 = \$ \_\_\_\_\_

**CHANGES MADE AT SHOW SITE  
WILL BE CHARGED AT REGULAR PRICE!**

NAME OF EVENT: **2019 IIA OF IL CONVENTION & TRADE SHOW – CROWNE PLAZA HOTEL**

COMPANY: \_\_\_\_\_ BOOTH # \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE #: (\_\_\_\_\_) \_\_\_\_\_

## CUSTOM SIGNS & BANNERS

### FOUR COLOR DIGITAL SIGNS

Prices indicated bellow are based upon color printing, mounting and laminating on foamcore and/or coraplast. Signs other than sizes listed bellow will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft.

Qty.	Description	Rate	Amount
_____	11" x 14".....	\$35.00.....	\$_____
_____	14" x 22".....	\$45.00.....	\$_____
_____	14" x 44".....	\$60.00.....	\$_____
_____	22" x 28".....	\$65.00.....	\$_____
_____	24" x 36".....	\$70.00.....	\$_____
_____	30" x 42".....	\$85.00.....	\$_____
_____	Vinyl Banner w/grommets.....	\$6.50/SQ. FT.....	\$_____

***Above Prices Subject to 8.75% Tax***

Pictures, emblems, trademarks, logos, special style lettering, etc are inclusive of the above prices if provided in digital format. Please provide pictures in high resolution .jpeg or .tiff. Logos, special lettering, emblems, ect. Must be provided in PC vector artwork such as .ai (Adobe Illustrator) or .eps format in outline form **NO EXCEPTIONS.** If you have any questions about formats, please call and ask for John.

☐ Vertical ☐ Horizontal ☐ Draw a sketch in the space bellow or on the back of this page.  
Indicate colors and fonts.

NAME OF EVENT: **2019 IIA OF IL CONVENTION & TRADE SHOW – CROWNE PLAZA HOTEL – SPRINGFIELD, IL** Booth # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE #: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

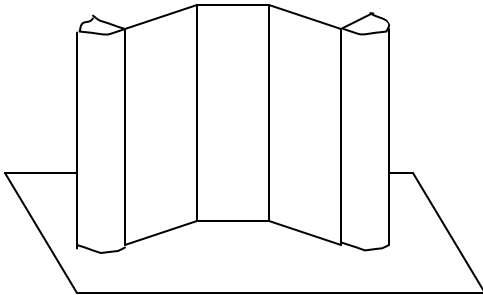
**TOTAL: \$** \_\_\_\_\_

DISPLAY RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

## DISPLAY RENTAL ORDER FORM

**PRICES ARE FOR THE DURATION OF ENTIRE SHOW**  
**PRICES ALSO INCLUDE INSTALLATION & DISMANTLE**

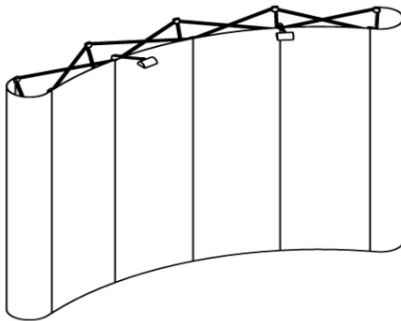


### 6' TABLETOP DISPLAY

BLACK VELCRO COMPATIBLE FABRIC FINISH  
48" TALL

RENTAL \$160.00: \_\_\_\_\_ (QTY.)

OPTIONAL LIGHTS @ 25.00: \_\_\_\_\_ (QTY.)



### 10' FLOOR DISPLAY

BLACK VELCRO COMPATIBLE FABRIC FINISH  
8' TALL WITH TWO LIGHTS.

RENTAL \$450.00: \_\_\_\_\_ (QTY.)



### Literature Rack

SILVER FINISH  
6 POCKET

RENTAL \$40.00: \_\_\_\_\_ (QTY.)



### Bag Rack

Silver Finish

RENTAL \$40.00: \_\_\_\_\_ (QTY.)

**DISPLAY RENTALS MUST BE PREPAID BY CHECK OR CREDIT CARD. TO GUARANTEE RENTAL, THIS FORM MUST BE RETURNED BY THE ABOVE DATE!**

NAME OF EVENT: 2019 IIA OF IL CONVENTION & TRADESHOW – CROWNE PLAZA HOTEL –SPRINGFIELD,IL BOOTH # \_\_\_\_\_

COMPANY: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

PHONE #: (\_\_\_\_\_) \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

PLEASE PRINT OR TYPE

## FREIGHT HANDLING ORDER FORM

FREIGHT IS NON-TAXABLE

PEORIA FLAG & DECORATING CO., INC. HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail or fax this form and your advance payment to the order processing address or fax number noted above as soon as possible. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
2. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!

### Up to 30-Days Prior - ADVANCE SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR and BOOTH NUMBER)  
For: NAME OF SHOW  
C/O PEORIA FLAG & DECORATING CO., INC.  
920 E. GLEN AVENUE.  
PEORIA HEIGHTS, IL 61616-5377

**ADVANCE TO WAREHOUSE MUST BE RECEIVED BEFORE  
(3:00PM FRIDAY SEPTEMBER 27<sup>TH</sup>, 2019)**

### DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (NAME OF EXHIBITOR and BOOTH NUMBER)  
For: NAME OF SHOW  
C/O PEORIA FLAG & DECORATING CO., INC.  
CROWNE PLAZA HOTEL  
3000 S. DIRKSEN PKWY  
SPRINGFIELD, IL 62703

**DIRECT TO SHOW SITE CANNOT ARRIVE PRIOR TO  
(8:00AM TUESDAY OCTOBER 1<sup>ST</sup>, 2019)**

### INBOUND SHIPPING INFO - PRIOR TO EXHIBIT: (CHECK ONE) \_\_\_\_\_ TO WAREHOUSE \_\_\_\_\_ TO SHOW SITE

SHIPPED VIA: \_\_\_\_\_ PRO#: \_\_\_\_\_

DATE SHIPPED: \_\_\_\_\_ ESTIMATED ARRIVAL DATE: \_\_\_\_\_

#### DESCRIPTION OF SHIPMENT:

# of CRATES: \_\_\_\_\_ # of DISPLAY CASES: \_\_\_\_\_ # of CARTONS: \_\_\_\_\_ # of SKIDS: \_\_\_\_\_  
TOTAL # PIECES: \_\_\_\_\_ TOTAL WEIGHT: \_\_\_\_\_

### OUTBOUND SHIPPING INSTRUCTIONS - AT CLOSE OF EXHIBIT

SHIP TO: \_\_\_\_\_  
ATTENTION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_

### SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)

☐ MOTOR FREIGHT (name) \_\_\_\_\_ VAN LINE (name) \_\_\_\_\_

☐ UPS: ☐ GROUND ☐ BLUE LABEL (2nd DAY AIR) ☐ RED LABEL (NEXT DAY AIR) - UPS ACCOUNT #: \_\_\_\_\_

☐ FED EX - ACCOUNT #: \_\_\_\_\_

☐ OTHER AIR CARRIER (name) \_\_\_\_\_ OTHER AIR CARRIER ACCOUNT #: \_\_\_\_\_

If you have not designated a motor freight company, Peoria Flag & Decorating Co., Inc. will select a carrier. Peoria Flag will load out your shipments when your carrier arrives. Peoria Flag cannot be held responsible for unattended or non-prearranged freights left on the show floor. **ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. PEORIA FLAG & DECORATING CO., INC. WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!**

### THIRD PARTY BILLING - IF FREIGHT CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE FOLLOWING INFORMATION MUST BE FILLED OUT.

**NOTE: YOUR COMPANY MUST HAVE AN ESTABLISHED ACCOUNT WITH DESIRED CARRIER OR SHIPMENTS WILL ARRIVE COLLECT**

COMPANY NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_

PAYMENT GUARANTEED BY: (print) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*\*SEE REVERSE SIDE FOR RATES AND ADDITIONAL INFORMATION\*\*\***

NAME OF EVENT: **2019 IIA OF ILLINOIS CONVENTION & TRADE SHOW – CROWNE PLAZA HOTEL – SPRINGFIELD, IL**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_



PLEASE PRINT OR TYPE

<b>MATERIAL HANDLING RATE SCHEDULES</b>		ROUND TRIP IN AND OUT (200 lb MINIMUM) ***PER SHIPMENT
<b><u>AT WAREHOUSE (3:00PM FRIDAY SEPTEMBER 27<sup>TH</sup>, 2019)</u></b>		<b>\$45.00</b>
SHIPMENTS RECEIVED AND STORED 30 DAYS IN ADVANCE AND DELIVERED TO BOOTH, REMOVAL AND RETURN OF EMPTY CRATES, HANDLING OF OUTBOUND SHIPMENT TO CARRIER, PER SHIPMENT**:		<b>PER CWT</b> (200 lb Minimum)
<b><u>AT SHOW SITE (8:00AM TUESDAY OCTOBER 1<sup>ST</sup>, 2019)</u></b>		<b>\$40.00</b>
SHIPMENTS RECEIVED AT EXHIBIT FACILITY AND DELIVERED TO YOUR BOOTH, REMOVAL AND RETURN OF EMPTY CRATES, HANDLING OF OUTBOUND SHIPMENT TO CARRIER, PER SHIPMENT**:		<b>PER CWT</b> (200 lb (Minimum))
<b><u>SMALL PACKAGES</u></b>		<b>\$45.00</b>
A \$45.00 FLAT FEE WILL BE APPLIED TO THE RECEIVING AND DELIVERING OF SINGLE SMALL PACKAGES (under 20 lbs).		<b>each</b>
<b>PER CWT = PER 100 LBS.; 200 LB. MINIMUM</b>		

## GENERAL INFORMATION & LIMITS OF LIABILITY

1. Rates quoted above apply on each shipment received, based on inbound weight and are based on a 200 lb. minimum charge per shipment whether received at the warehouse or at the show site. No allowance will be made for attrition during the event.
2. Shipments must be consigned to Peoria Flag & Decorating Co., Inc., as the convention site does not have the facilities to receive such shipments and will refuse them.
3. Peoria Flag & Decorating Co., Inc. will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will Peoria Flag & Decorating be responsible for concealed damage to exhibit material. Peoria Flag & Decorating's limit of liability will be \$0.30 per lb. per article with a maximum of \$50.00 per article.
4. It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Peoria Flag & Decorating Co., Inc. a completed bill of lading.
5. Exhibitor routings on outbound shipments will be honored when possible, however the right is reserved to reroute any outbound shipment not picked up within allotted move-out period by Exhibitor's specified carrier. Exhibitor must arrange for special carrier. Exhibitor material remaining after the move-out period without forwarding instructions will be forwarded to the permanent address of the Exhibitor or his agent, freight collect, and no liability of any nature shall attach to Exhibit Management or to Peoria Flag & Decorating Co., Inc. In any event, Peoria Flag & Decorating will not be liable for exhibit materials abandoned at the exhibit site.
6. Be sure to empty all materials from crates or boxes before labeling them with an empty sticker. Empty labels will be available at the Peoria Flag & Decorating service center.

## INSURANCE

Peoria Flag & Decorating Co., Inc. and its agents, will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, nor prior to taking physical count and possession in preparation to moving such material. Therefore, please make certain all your material is properly insured against "ALL RISKS" while in transit to and from your point of origin, to and from your booth and for the duration of the exhibition.

PLEASE PRINT OR TYPE

## OUTBOUND BILL OF LADING & SHIPPING

Every outbound truck/van lines shipment requires a *Bill of Lading* for each destination. Each item that is being shipped must be labeled. Peoria Flag & Decorating Co. will prepare your *Bill of Lading* with shipping labels if requested. The *Bill of Lading* and shipping labels will be delivered to your booth at the show. Please complete the following information and return this form to our office by the deadline date. Note: **If you are shipping via UPS or FedEx, you must provide the airbill and/or labels from your carrier for each box or case in your shipment. This documentation will NOT be provided by Peoria Flag & Decorating Co.**

Ship to: Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Attn: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Desired Delivery Date: \_\_\_\_\_

### Freight

Charges To: Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Attn: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Quantity of Labels Needed: \_\_\_\_\_

Method of Shipment Common Carrier: \_\_\_\_\_  
Van Lines: \_\_\_\_\_  
UPS: \_\_\_\_\_  
FedEx Air: \_\_\_\_\_ FedEx Ground: \_\_\_\_\_  
Other: \_\_\_\_\_

You may choose an outside carrier, however you will need to schedule the pickup. All carriers must report to the Peoria Flag Service Desk between **5:00PM – 9:00PM** on **WEDNESDAY OCTOBER 2<sup>ND</sup>, 2019**.

Once your shipment is packed/labeled and ready to ship, please return the Bill of Lading (complete with piece count & weight) to the Peoria Flag Service Desk. Shipments left on the floor without paperwork will be reconsigned to the show carrier or returned to the warehouse at the exhibitor's expense.

NAME OF EVENT: **2019 IIA OF IL CONVENTION & TRADE SHOW – CROWNE PLAZA HOTEL – SPRINGFIELD, IL** Booth # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE #: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**ADVANCE TO  
WAREHOUSE**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

Ship To: 2019 IIA OF IL CONVENTION & TRADESHOW

**C/O: Peoria Flag & Decorating Co.  
920 E. Glen Ave.  
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,  
But must arrive by 3:00 pm on FRIDAY SEPTEMBER 27<sup>TH</sup>, 2019.

**ADVANCE TO  
WAREHOUSE**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

Ship To: 2019 IIA OF IL CONVENTION & TRADESHOW

**C/O: Peoria Flag & Decorating Co.  
920 E. Glen Ave.  
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,  
But must arrive by 3:00 pm on FRIDAY SEPTEMBER 27<sup>TH</sup>, 2019.

**ADVANCE TO  
WAREHOUSE**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

Ship To: 2019 IIA OF IL CONVENTION & TRADESHOW

**C/O: Peoria Flag & Decorating Co.  
920 E. Glen Ave.  
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,  
But must arrive by 3:00 pm on FRIDAY SEPTEMBER 27<sup>TH</sup>, 2019.

**DIRECT TO  
SHOWSITE**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

Ship To: **2019 IIA OF IL CONVENTION & TRADESHOW**

**C/O: Peoria Flag & Decorating Co.  
CROWNE PLAZA  
3000 SOUTH DIRKSEN PARKWAY  
SPRINGFIELD, IL 62703**

Direct shipments will be refused prior to move-in and CANNOT  
Arrive before 8:00 am on **TUESDAY OCTOBER 1<sup>ST</sup>, 2019.**

**DIRRECT TO  
SHOWSITE**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

Ship To: **2019 IIA OF IL CONVENTION & TRADESHOW**

**C/O: Peoria Flag & Decorating Co.  
CROWNE PLAZA  
3000 SOUTH DIRKSEN PARKWAY  
SPRINGFIELD, IL 62703**

Direct shipments will be refused prior to move-in and CANNOT  
Arrive before 8:00 am on **TUESDAY OCTOBER 1<sup>ST</sup>, 2019.**

**DIRECT TO  
SHOWSITE**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

Ship To: **2019 IIA OF IL CONVENTION & TRADESHOW**

**C/O: Peoria Flag & Decorating Co.  
CROWNE PLAZA  
3000 SOUTH DIRKSEN PARKWAY  
SPRINGFIELD, IL 62703**

Direct shipments will be refused prior to move-in and CANNOT  
Arrive before 8:00 am on **TUESDAY OCTOBER 1<sup>ST</sup>, 2019.**

**TOTAL: \$** \_\_\_\_\_

PLEASE PRINT OR TYPE

## DISPLAY INSTALLATION ORDER FORM

LABOR IS NON-TAXABLE

### RATES:

STRAIGHT TIME...\$65.00 per man hour  
8:00 a.m. to 5:00 p.m.  
MONDAY through FRIDAY

OVERTIME...\$90.00 per man hour  
5:00 p.m. to 8:00 a.m.  
ALL DAY SATURDAY and SUNDAY

**\*\*\*ONE HOUR MINIMUM PER PERSON\*\*\***

	NO. of PEOPLE	DATE	TIME*	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	ESTIMATED COST
LABOR TO SET UP DISPLAY							
LABOR TO DISMANTLE							

### PLEASE INDICATE SERVICE DESIRED (CHECK ONE)

☐

#### PEORIA FLAG & DECORATING CO., INC. SUPERVISION:

Peoria Flag & Decorating Co., Inc. personnel can supervise the installation and dismantling of your display. This will be in all cases when you will not have the personnel present to supervise. The charge for this service shall be 25% of the total labor bill, with a \$25.00 minimum.

**IN ORDER TO COMPLETE THE INSTALLATION/DISMANTLING OF YOUR DISPLAY WITHOUT YOUR REPRESENTATIVE PRESENT, WE MUST HAVE THE INFORMATION LISTED BELOW COMPLETED: (CHECK ALL THAT APPLY)**

SELF-CONTAINED UNIT

SET-UP PLANS ATTACHED

☐ NO. OF CRATES: \_\_\_\_\_

☐ SET-UP PLANS IN CRATE # \_\_\_\_\_

☐ PHOTO ATTACHED

☐ SPECIAL INSTRUCTIONS ATTACHED

#### EXHIBITOR SUPERVISION:

\* Start time will be guaranteed only where labor is ordered for the start of the work day (8:00 a.m. unless official set-up time begins later), since the time for completion of earlier jobs is approximate.

☐

It is important that the Exhibitor's show site representative checks in at the service desk to pick up the laborers. Upon completion of the work, it is important for the Exhibitor to sign the laborers out at the service desk.

**NOTE: IF THE EXHIBITOR FAILS TO PICK UP THE LABORERS AT THE TIME ORDERED, A ONE HOUR PER MAN NO-SHOW WILL BE APPLIED.**

**ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR!**

*PLEASE FILL OUT THIS FORM IN ADVANCE FOR THE MOST EFFICIENT PROCESSING OF YOUR LABOR ORDER!  
THERE ARE NO LABOR RESTRICTIONS, THIS IS JUST AN ADDITIONAL SERVICE OFFERED IF NEEDED.*

NAME OF EVENT: **2019 IIA OF ILLINOIS CONVENTION & TRADE SHOW – CROWNE PLAZA HOTEL – SPRINGFIELD, IL**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_