



# Exhibitor Information

**EVENT DATES:** October 5–6, 2021  
Plazas A–J / The Crowne Plaza  
Springfield, Illinois

**IIA of Illinois  
CONVO 2021**



**Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024**

18SPF081021

Dear Exhibitor:

Excel Decorators is honored to have been selected as your official general services contractor for this prestigious event. Please review this page for **IMPORTANT INFORMATION & INSTRUCTIONS** before completing the enclosed forms.

## ▶ IMPORTANT DATES

- ! **Discount Rate Deadline:** **Sept. 28, 2021**
- ! **Advance Shipments:** **MUST be received by 4:00pm on Thursday, Sept. 30, 2021**
- ! **Direct To Showsite Shipments:** **CANNOT arrive prior to 10:00am on Tuesday, Oct. 5, 2021**
- ! **Exhibitor Move-In Times:** **Wednesday, Oct. 6, 2021: 8:00am - 3:30pm**
- ! **Exhibitor Move-Out Times:** **Wednesday, Oct. 6, 2021: 6:30pm**
- ! **Outbound Freight Will Be Forced If Not Picked Up By:** **8:30pm on Wednesday, Oct. 6, 2021**

## ▶ PROVIDED FURNISHINGS PER 8' x 10' BOOTH

8' Tall BLACK & PEACH Back Drape

3' Tall BLACK Side Drape

One (1) 6' x 2' X 30" h Display Table skirted on 3 sides in BLACK

Two (2) Folding Chairs

One (1) 7" x 44" ID Sign with Company Name and Booth Number

Exhibitor Space Flooring is BALLROOM CARPET

## ▶ GENERAL ORDERING INFORMATION

**Excel Services:** Order forms follow for services being provided by Excel Decorators:

Supplemental standard furnishing rentals, preset booth displays, counters & accessories, signs & banners, warehouse and show site material handling, installation/dismantle labor & PPE.

**Orders and Payments to Providers other than Excel:** Subcontractors and/or The Crowne Plaza Hotel will be providing the following services:

Utilities, telephone, air/drain/water, audio visual rentals. Orders for these services must be returned directly to the address on the applicable forms with separate payments to be made directly to each provider.

**\*\* Please do not send order forms or payments for the above outside contractor services to Excel. \*\***

**SHIPPING NOTE:** DIRECT TO FACILITY exhibitor shipments will be REFUSED by The Crowne Plaza Hotel prior to EXCEL's contracted move in time. **Shipments CANNOT arrive prior to 10:00am on Tuesday, Oct. 5, 2021**

**\*\* See the enclosed Material Handling /Drayage Form for instructions and material handling prices for:**  
a) advance to warehouse shipments; and for: b) direct to facility c/o Excel Decorators at the Center.

**DISCOUNT PRICES/PAYMENT TERMS:** - Take advantage of our SUBSTANTIALLY REDUCED Order Form DISCOUNT PRICES by providing payment by check, money order or credit card authorization with your Excel orders a minimum of five (5) business days prior to exhibitor move-in day. For DISCOUNT PRICES to apply, receipt of order *with* full payment must be received by **Sept. 28, 2021**

**Orders without payment:** orders received after the discount deadline and orders placed at the show will be charged STANDARD RATES.

**Please advise your show site representative that any account balances must be paid in full at Excel's show site service desk prior to initial show opening. Freight will not be released for outbound shipping upon the close of the show if an unpaid balance remains.**

**SALES TAX- 0.0% - all Excel services**



# Payment Authorization



Payment must be received by  
**Sept. 28, 2021**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

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If you are going to utilize any services provided by Excel Decorators, Inc., this form must be completed and submitted. A credit card is required to be on file in order to process your order. If payment is to be made by Company Check, this credit card will not be charged as long as your account is current and/or alternate payment is received by the close of the show. Please indicate the method of payment you will be using for all services provided. If you fail to provide payment on your invoice at the close of the show, Excel Decorators, Inc. Reserves the right to charge the remaining balance to this credit card. Please arrange for complete Payment by the close of the show.

## PAYMENT POLICY

Payment in full of all charges, including **0.0% tax**, must accompany your Advance Order to qualify for **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders received after the Discount Deadline and orders placed at Show Site will be charged at the **STANDARD RATES**. Charges are due and payable upon presentation of invoice at show.

A **\$55.00 BILLING CHARGE** applies to all accounts not paid in full by close of show.

After 30 days, any remaining balance on unpaid accounts will bear a **FINANCE CHARGE** of 1.5% per month which corresponds to an **ANNUAL PERCENTAGE RATE OF 18%**. All payments must reference show name, exhibitor name and booth number.

There will be a **\$55.00 NSF FEE** on all insufficient funds checks returned and a **\$40 SERVICE FEE** will be charged for credit cards declined during the billing process.

## MANDATORY CREDIT CARD INFORMATION TO BE PUT ON FILE

Enter Credit Card Information ☐ VISA ☐ MasterCard ☐ American Express

Enter card number without spaces

Exp. Date (MM/YY)

Security No.\*

\*Security Numbers for VISA and MC the last 3 digits of a number printed on the back of the card above the signature box. The Security Number for AMEX is a 4 digit number printed on the front of the card to the right and above the card number.

PRINT Cardholder Name

Cardholder Billing Address

Billing City, State, ZIP

## FORM OF PAYMENT

**Our Federal ID# is 35-1134437**

☐ Please use the **ABOVE CREDIT CARD ON FILE** for all charges incurred.

☐ **COMPANY CHECK #** \_\_\_\_\_  
Make Checks payable to Excel Decorators, Inc.

☐ Please use the **ABOVE CREDIT CARD ON FILE** for all remaining balances not covered by the check

Credit Card Authorization Signature

Credit Card Authorization Signature

## THIRD PARTY BILLING

Excel Decorators, Inc. will present invoices to third parties at show site for payment of all services rendered provided the following conditions are met:

1. The third party payment information completed below must be acceptable by Excel Decorators, Inc. Also, the credit card information below must be submitted to Excel.
2. If there is any doubt who is to be charged for a service, the exhibiting firm will be charged. The exhibiting firm is ultimately responsible for the payment of all charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
3. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this form. Otherwise, the request will be denied. (Excel Decorators reserves the right to deny Third Party Payment terms to any party)

Exhibiting Company Name

Contact Name- Title

Authorized Signature

Date

Third Party Company Name

Third Party Contact Name- Title

Third Party Authorized Signature

Date

Third Party Street or PO Box

Third Party City, State, ZIP

Third Party Phone / FAX

Enter Credit Card Information

☐ VISA ☐ MasterCard ☐ American Express

Enter card number without spaces

Exp. Date (MM/YY)

Security No.\*

Items to be billed to Third Party: \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# Order Summary



Payment must be received by  
**Sept. 28, 2021**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

**Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024**

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All orders must be received in our office with payment by the Discount Deadline Date to qualify for Discount Rates. Orders received before the Discount Deadline Date but without payment will be charged at Standard Rates unless payment is received before the Discount Deadline expires.

Exhibitors placing orders with a Tax Exempt Organization must also include a copy of their Tax Exempt Certificate with their order.



\* Order Forms for services NOT provided by Excel Decorators, will need to be submitted with payment to their respective addresses. These might include (but are not limited to) Utility Services (Electrical, Telephone, Cable TV, Compressed Air/Gas, Fiber Optic) or other miscellaneous services provided by the facility or outside sub-contractors.

**Please Check the forms you are returning with your order and fill in individual totals from each page.**

## ► NON-TAXABLE ITEMS

- |   |          |
|---|----------|
| <input type="checkbox"/> Payment Authorization      | -na-     |
| <input type="checkbox"/> Booth Sign                 | -na-     |
| <input type="checkbox"/> Furniture & Floor Covering | \$ _____ |
| <input type="checkbox"/> Preset Booth Displays      | \$ _____ |
| <input type="checkbox"/> Counters & Accessories     | \$ _____ |
| <input type="checkbox"/> Signs & Banners            | \$ _____ |
| <input type="checkbox"/> Banner Stands              | \$ _____ |
| <input type="checkbox"/> PPE                        | \$ _____ |
| <input type="checkbox"/> Material Handling/Drayage  | \$ _____ |
| <input type="checkbox"/> Install/Dismantle Labor    | \$ _____ |
| <input type="checkbox"/> EAC Authorization          | -na-     |

► **TOTAL for NON-TAXABLE ITEMS HERE**

(SUM of all Items Above) **A \$** \_\_\_\_\_

## ► GRAND TOTAL

**Calculate Grand Total and Enter HERE (A from above = GRAND TOTAL)**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

\$

**GRAND TOTAL**

Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **[www.exceldecorators.com](http://www.exceldecorators.com)**

# ADVANCE SHIPPING LABELS

**ADVANCE TO WAREHOUSE:** Use the shipping labels below for shipments to be received IN ADVANCE at our Warehouse address. Please note the Advance Shipping Deadline on the labels. Shipments to arrive after this date must use DIRECT TO SHOWSITE shipping.

**ADVANCE  
TO WAREHOUSE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **IIAI 2021**

**C/O: Excel Decorators, Inc.  
3600 Winchester Road  
Springfield, Illinois 62707**

Advance Shipments may be shipped up to 30 Days in advance,  
but **MUST be received by 4:00pm on Thursday, Sept. 30, 2021**



**ADVANCE  
TO WAREHOUSE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **IIAI 2021**

**C/O: Excel Decorators, Inc.  
3600 Winchester Road  
Springfield, Illinois 62707**

Advance Shipments may be shipped up to 30 Days in advance,  
but **MUST be received by 4:00pm on Thursday, Sept. 30, 2021**



**ADVANCE  
TO WAREHOUSE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **IIAI 2021**

**C/O: Excel Decorators, Inc.  
3600 Winchester Road  
Springfield, Illinois 62707**

Advance Shipments may be shipped up to 30 Days in advance,  
but **MUST be received by 4:00pm on Thursday, Sept. 30, 2021**



# SHOWSITE SHIPPING LABELS

**DIRECT TO SHOWSITE:** Use the shipping labels below for shipments to be received AT THE SHOWSITE address. Please note that Showsite Shipments CANNOT arrive earlier than the time stated on the labels as THEY WILL BE REFUSED by the facility.

**DIRECT  
TO SHOWSITE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **IIAI 2021**

**C/O: Excel Desk/ Crowne Plaza Hotel  
3000 South Dirksen Parkway  
Springfield, Illinois 62703**

Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT** arrive prior to 10:00am on Tuesday, Oct. 5, 2021



**DIRECT  
TO SHOWSITE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **IIAI 2021**

**C/O: Excel Desk/ Crowne Plaza Hotel  
3000 South Dirksen Parkway  
Springfield, Illinois 62703**

Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT** arrive prior to 10:00am on Tuesday, Oct. 5, 2021



**DIRECT  
TO SHOWSITE**

**Exhibitor :** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **IIAI 2021**

**C/O: Excel Desk/ Crowne Plaza Hotel  
3000 South Dirksen Parkway  
Springfield, Illinois 62703**

Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT** arrive prior to 10:00am on Tuesday, Oct. 5, 2021





# Booth Sign



Payment must be received by  
**Sept. 28, 2021**  
For DISCOUNT RATES to apply

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FAX forms to: **217-528-4026**

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## BOOTH SIGN POLICY

**Each Exhibitor Is Provided With A Standard Booth Identification Sign At No Additional Charge.**



**If You Do NOT Return This Form -**

**Information for the booth sign will be generated from a database provided to us by Show Management.**

Should you receive your Booth Sign at show site and it requires changes to be made from that information supplied to us by Show Management, the exhibitor shall be responsible for the production and delivery of a replacement Booth Sign and the below costs incurred. Excel Decorators is NOT responsible for any typographical errors and or otherwise erroneous information as provided to us by Show Management. In order to guarantee that the Exhibitor receives a Booth Sign that is free of errors, we strongly advise each Exhibitor to return this completed form with your order.

**Replacement Booth signs will be subject to a \$20.25 charge and incur a \$28.25 delivery fee.**

**If You Do NOT Return This Form - You are responsible for the costs incurred to produce and deliver a replacement Booth Sign.**

*All standard booth signs will be black lettering on a white background and do not include any special artwork or logos. Signs are in ALL CAPITAL LETTERS and there is a maximum of 35 characters per line including spaces.*

7"

**YOUR COMPANY NAME, INC.**

**CITY, STATE**

**123**

44"

## Enter Booth Sign Copy Below

Top Line

Bottom Line

**Maximum 35 characters per line includes spaces**

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Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)





# Furniture & Floor Covering



Payment must be received by  
**Sept. 28, 2021**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

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INFO

Show Colors are: **Black & Peach**

Booth Size is: **8' x 10'**

Aisle Carpet is: **na**

## CHAIRS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	Padded Side Chair w/out arms . . .	<b>\$49.00</b>	.. \$54.00	_____
_____	Plastic Side Chair . . . . .	<b>\$43.25</b>	.. \$47.75	_____
_____	High Stool, padded seat & back . .	<b>\$58.50</b>	.. \$64.50	_____

**\*\* (2) - folding side chairs are provided \*\***

## CARPETING

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	<b>Floor at facility: BALLROOM CARPET</b>			
_____	10' x 10' . . . . .	<b>\$146.50</b>	.. \$168.25	_____
_____	10' x 20' . . . . .	<b>\$246.25</b>	.. \$283.25	_____
_____	10' x 30' . . . . .	<b>\$354.00</b>	.. \$407.25	_____
_____	10' x 40' . . . . .	<b>\$461.00</b>	.. \$530.25	_____

\* For Carpet Lengths Over 40', please use **SPECIAL CUT CARPETING** below

_____	1/2" Carpet Pad (per sq. foot) . . . . .	<b>\$1.35</b>	.. \$1.65	_____
_____	Carpet Taping (per running foot) . . .	<b>\$2.10</b>	.. \$2.63	_____
_____	Plastic Sheeting Cover (per sq. foot) .	<b>\$ .32</b>	.. \$ .42	_____

### Carpet Color Desired - Please Check ONE

- ☐ Teal   ☐ Burgundy   ☐ Hunter Green   ☐ Red  
☐ Blue   ☐ Purple   ☐ Charcoal Gray   ☐ Black

## SPECIAL CUT CARPETING

Qty:	Description	Discount Rate	Std. Rate	TOTAL
------	-------------	---------------	-----------	-------

Prices include cutting, taping seams & complete edge taping.

_____	@ _____ ft. x _____ ft. = _____ sq. ft. x	<b>\$2.89</b>	.. \$3.41	_____
_____	Plastic Sheeting Cover (per sq. foot) . .	<b>\$ .32</b>	.. \$ .42	_____

### Carpet Color Desired - Please Check ONE

- ☐ Teal   ☐ Burgundy   ☐ Hunter Green   ☐ Red  
☐ Blue   ☐ Purple   ☐ Charcoal Gray   ☐ Black

## ADDITIONAL DRAPE

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	running ft. of 8' high drape . . . . . x	<b>\$8.25</b>	.. \$10.25	_____
_____	running ft. of 3' high drape . . . . . x	<b>\$5.00</b>	.. \$6.25	_____

### Drape Color Desired - Please Check ONE

- ☐ Teal   ☐ Burgundy   ☐ Hunter Green   ☐ Red   ☐ Gray  
☐ Blue   ☐ Purple   ☐ Dusty Rose   ☐ Black   ☐ White  
☐ Gold   ☐ Beige   ☐ Orange   ☐ Peach   ☐ Expo Green

\* **Additional Drape Sizes Available.**

Call for information on Lengths, Colors, Pricing and Availability.

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

## TABLES

ALL Tables include white plastic table cover

Qty:	Description - 30" High x 2' Wide	Discount Rate	Std. Rate	TOTAL
_____	4' Long, Skirted 4 Sides. . . . .	<b>\$89.75</b>	.. \$108.00	_____
_____	6' Long, Skirted 3 Sides. . . . .	<b>\$103.75</b>	.. \$124.50	_____
_____	8' Long, Skirted 3 Sides. . . . .	<b>\$119.25</b>	.. \$143.25	_____
_____	4' Long, NOT SKIRTED. . . . .	<b>\$45.25</b>	.. \$54.25	_____
_____	6' Long, NOT SKIRTED. . . . .	<b>\$52.00</b>	.. \$62.50	_____
_____	8' Long, NOT SKIRTED. . . . .	<b>\$59.75</b>	.. \$71.75	_____
_____	ADD Skirt to 4th side of Table . . .	<b>\$38.50</b>	.. \$46.25	_____

**\*\* (1) - 6' table is provided skirted on 3 sides in BLACK \*\***

## COUNTER HEIGHT TABLES

Qty:	Description - 40" High x 2' Wide	Discount Rate	Std. Rate	TOTAL
_____	4' Long, Skirted 4 Sides. . . . .	<b>\$108.00</b>	.. \$129.50	_____
_____	6' Long, Skirted 3 Sides. . . . .	<b>\$124.75</b>	.. \$149.75	_____
_____	8' Long, Skirted 3 Sides. . . . .	<b>\$143.25</b>	.. \$172.25	_____
_____	4' Long, NOT SKIRTED. . . . .	<b>\$54.00</b>	.. \$64.50	_____
_____	6' Long, NOT SKIRTED. . . . .	<b>\$62.50</b>	.. \$77.50	_____
_____	8' Long, NOT SKIRTED. . . . .	<b>\$76.75</b>	.. \$92.00	_____
_____	ADD Skirt to 4th side of Table . . .	<b>\$44.75</b>	.. \$50.00	_____

### Table Skirt Color Desired

Pick Skirt Color for Tables & Counter Height Tables from selection below

- ☐ Teal   ☐ Burgundy   ☐ Hunter Green   ☐ Red   ☐ Gray  
☐ Blue   ☐ Purple   ☐ Dusty Rose   ☐ Black   ☐ White  
☐ Gold   ☐ Beige   ☐ Peach   ☐ Expo Green

**! All tables have a maximum weight limit of 50 lbs. Excel Decorators is not liable for any damages if weight limit is exceeded.**

## TABLETOP RISERS

Qty:	Description - White Skirting	Discount Rate	Std. Rate	TOTAL
_____	4'L x 12"W x 15"H /Skirt & Cover. .	<b>\$31.75</b>	.. \$38.00	_____
_____	6'L x 12"W x 15"H /Skirt & Cover. .	<b>\$38.00</b>	.. \$45.00	_____
_____	8'L x 12"W x 15"H /Skirt & Cover. .	<b>\$43.25</b>	.. \$51.00	_____

## MISCELLANEOUS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	Table Skirt Only (30" High) . . . . .	<b>\$62.75</b>	.. \$78.50	_____
_____	Table Skirt Only (40" High) . . . . .	<b>\$67.75</b>	.. \$85.00	_____
_____	Round Pedestal Table(30"W x 30"H). .	<b>\$84.25</b>	.. \$92.75	_____
_____	Round Pedestal Table(30"W x 42"H). .	<b>\$99.25</b>	.. \$109.25	_____
_____	Easel . . . . .	<b>\$22.00</b>	.. \$29.50	_____
_____	Wastebasket with liner . . . . .	<b>\$15.00</b>	.. \$18.50	_____
_____	Bag Rack . . . . .	<b>\$70.25</b>	.. \$76.75	_____
_____	Literature Stand . . . . .	<b>\$115.50</b>	.. \$134.00	_____

Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



# Material Handling Rates



Payment must be received by  
**Sept. 28, 2021**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

18SPF081021



**Excel has been selected as EXCLUSIVE Drayage and Material Handling Contractor for this show.**

1. Mail this form and your advance payment to the order processing address noted above as soon as possible.

**SEE NEXT PAGE FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.**

2. All shipments must be consigned to Excel Decorators, Inc. All shipments must be sent pre-paid. Excel Decorators has the right to refuse any shipment that is not properly consigned. All shipments must be sent pre-paid. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

3. All Warehouse shipments must be received at least **Two (2) business days** (EXCLUDES SAT. & SUN.) prior to decorator move-in. Any materials received at warehouse after that date will be subject to an additional handling charge. Warehouse Hours are: 8am - 5pm / Mon. - Fri. / Closed on Holidays

4. Exhibitors requiring the use of docks to load or unload their vehicles/trucks are subject to Material Handling Rates referenced in this kit. All materials will be weighed and charged accordingly. Forklift rates are not permissible for loading/unloading.

5. Actual Carrier shipping charges are billed through the Carrier. Rates below reflect Material Handling/ Drayage charges ONLY.

**Please select Shipping destination and estimate charges on the next page.**

## ► MATERIAL HANDLING SERVICES (200 lb. Minimum)

**Crated/Skidded:** Materials that are skidded or in any type of shipping container that can be unloaded at the dock without any additional handling.

**Loose/Uncrated:** Material delivered by the carrier in such a manner that it requires additional handling. Examples of addn'l. handling include, but are not limited to: constricted space unloading, loads mixed with pad wrapped material, loose or uncrated materials, unskidded boxes or cartons, and unskidded machinery with lifting bars or hooks. Federal Express, UPS, DHL and MOST package delivery services are included in this category due to their delivery procedures.

### ► To WAREHOUSE: Advance Shipments to Warehouse **MUST** be received by 4:00pm on Thursday, Sept. 30, 2021

Shipments received and stored 30 days in advance and delivered to booth, removal and return of empty crates, handling of outbound shipment to common carrier.

**Crated/Skidded: \$66.25 Per CWT\***

**Loose/Uncrated: \$77.75 Per CWT\***

### ► DIRECT to SHOW: Direct to Show Shipments **CANNOT** arrive prior to 10:00am on Tuesday, Oct. 5, 2021

Shipments received at exhibit facility and delivered to your booth, removal and return of empty crates, handling of outbound shipment to common carrier,

**Crated/Skidded: \$63.75 Per CWT\***

**Loose/Uncrated: \$75.25 Per CWT\***

*Rates do not include movement or repositioning of equipment*

### ► ENVELOPES and SMALL PACKAGES:

Small Packages received at our WAREHOUSE or at SHOW  
**25lb. MAXIMUM PER SHIPMENT**

**ADV. to WAREHOUSE: \$46.25 Per Shipment**

**DIRECT to SHOW: \$35.75 Per Shipment**



**\* PER CWT = PER 100 lbs. There is a 200 LB. MINIMUM, Weights will be rounded up to next CWT.**

*Example: 46 lbs. Will round up to 2 CWTs - 318 lbs. Will round up to 4 CWTs.*

### ► Special Services And Rates

Banding for the packaging of displays and equipment is available at the Drayage Contractors Service Desk for \$.53 per lin. ft. plus labor at prevailing rates. Shrink wrap banding is available at \$42.00 per skid. Forklifts and drivers are available for spotting equipment in the booth at the prevailing rates for equipment and labor.



### **Outbound Freight Will Be Forced If Not Picked Up Prior to 8:30pm on Wednesday, Oct. 6, 2021**

**FORCED Freight will be shipped using destination information available at show site and MIGHT NOT be shipped to your desired destination. Outbound Freight that cannot be FORCED from show site for any reason shall be returned to the Warehouse of Excel Decorators and stored until the exhibitor selected carrier can expedite shipment. There will be a \$0.32 per pound surcharge for this service with a minimum charge of \$120.00.**

#### **GENERAL INFORMATION AND TERMS: ALL SHIPMENTS MUST ARRIVE PREPAID**

1. Rates quoted above apply on each shipment received, based on actual or estimated weight and are based on A 200 POUND MINIMUM CHARGE PER SHIPMENT WHETHER RECEIVED AT WAREHOUSE OR AT SHOW SITE. No allowance will be made for attrition during event.
2. EXCEL Decorators, Inc., as the EXCLUSIVE Material Handling Contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
3. Exhibitors requiring the use of docks to load or unload their vehicles/trucks are subject to Material Handling Rates referenced in this kit. All materials will be weighed and charged accordingly. Forklift rates are not permissible for loading/unloading
4. Shipments must be consigned to Excel Decorators, Inc. as the convention site does not have the facilities to receive such shipments and will refuse them.
5. Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
6. Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a bill of lading. In the event your special carrier fails to pick up within the allotted move-out time, such shipments will be rerouted by EXCEL Decorators, Inc., on designated carriers.
7. All shipments requiring special handling for any reason or due to length, width or height will be handled on a time and material basis.
8. Rates do not include movement or repositioning of equipment after first delivery to booth.
9. Although expedited to the best of our ability, EXCEL will not be responsible for delay of rush shipments. To avoid confusion, remove all expired shipping labels before outbound shipment.
10. Exhibits left on the Exhibit Floor without Return Instructions are subject to a 10% handling charge and will be forwarded to the permanent address of the Exhibitor or his agent, freight collect on designated carriers, and no liability of any nature shall attach to Exhibit Management or to Excel Decorators. EXCEL will not be responsible for conditions, count or content until such time as exhibits or materials are picked up for removal after close of the exhibition.
11. EXCEL will not be liable hereunder if it is prevented from performing as specified by strike, fire, act of God, or for any other reason beyond its control.
12. IT IS UNDERSTOOD THAT ALL SHIPMENTS ARE RELEASED TO EXCEL AT A VALUE NOT TO EXCEED 30¢ PER POUND, PER ARTICLE, WITH A MAXIMUM LIABILITY OF \$50.00 PER SHIPMENT.

**Insurance** EXCEL Decorators, 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.

To download forms, view rental items or for more information, please visit: **[www.exceldecorators.com](http://www.exceldecorators.com)**





# Material Handling/Drayage



Payment must be received by  
**Sept. 28, 2021**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

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## ▶ ADVANCE SHIPPING (To Warehouse)

To: (Name of Exhibitor & Booth Number)  
For: **IIAI 2021**  
C/O: Excel Decorators, Inc.  
3600 Winchester Road  
Springfield, Illinois 62707

## ▶ DIRECT TO SHOWSITE SHIPPING

To: (Name of Exhibitor & Booth Number)  
For: **IIAI 2021**  
C/O: Excel Desk/ Crowne Plaza Hotel  
3000 South Dirksen Parkway  
Springfield, Illinois 62703

! Advance Shipments may be shipped up to 30 Days in advance,  
but **MUST** be received by 4:00pm on Thursday, Sept. 30, 2021

! Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT** arrive prior to 10:00am on Tuesday, Oct. 5, 2021

## ▶ INBOUND SHIPMENTS (Minimum 200lbs. Per Shipment)

# Pieces	Total Lbs.	Carrier	Ship Date	EST. Arrival Date	Materials are . . .	Shipping to . . .	CWT(min 2)	X Rate*	= EST. TOTAL
					<input type="checkbox"/> Crated/Skidded <input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Advance to WAREHS. <input type="checkbox"/> Direct to SHOWSITE			
					<input type="checkbox"/> Crated/Skidded <input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Advance to WAREHS. <input type="checkbox"/> Direct to SHOWSITE			
					<input type="checkbox"/> Crated/Skidded <input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Advance to WAREHS. <input type="checkbox"/> Direct to SHOWSITE			

\* Shipping Information and Rates may be found on the previous page.

## ▶ OUTBOUND SHIPPING INFORMATION (At Close of Show)

Ship To \_\_\_\_\_ Attention \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

This is NOT a Bill of Lading, Please fill out a Standard Bill of Lading for outbound shipments and return a copy to Excel Service Desk.

## ▶ OUTBOUND MATERIAL DESCRIPTION

\_\_\_\_\_ # Crates \_\_\_\_\_ # Skids  
\_\_\_\_\_ # Display Cases \_\_\_\_\_ # Carpets  
\_\_\_\_\_ # Cartons \_\_\_\_\_ # Other \_\_\_\_\_

Total Number of Pieces In Your Shipment \_\_\_\_\_

Notes: \_\_\_\_\_

## ▶ SELECT OUTBOUND CARRIER

- ☐ Designated GROUND Carrier - na  
☐ Designated AIR Carrier - na  
☐ Other Ground Carrier \*\* \_\_\_\_\_  
☐ Other Air Carrier \*\* \_\_\_\_\_  
☐ Other Van Line \*\* \_\_\_\_\_

! \*\* NOTE: Designated Ground and Air carriers are listed in the "SELECT OUTBOUND CARRIER" section above. If using other carriers:  
**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CALL THEIR CARRIER AND ARRANGE FOR PICKUP WITHIN THE ALLOTTED MOVE-OUT TIME.**  
Excel will load out shipment when your carrier arrives. EXCEL CANNOT BE RESPONSIBLE FOR ANY ITEMS LEFT UNATTENDED ON THE SHOW FLOOR.  
(See limit of liability outlined in Material Handling Rates) All shipments will be sent COLLECT unless specific instructions are included.  
Excel Decorators, Inc. Is not responsible for freight charges.

\*\* Outbound UPS, FED EX and DHL Must have completed Air Bills with senders Account Number. Exhibitor is Responsible for Scheduling Pick-Up. \*\*

## ▶ THIRD PARTY BILLING

Company Name \_\_\_\_\_ Billing Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_  
Payment Guaranteed By (PRINT) \_\_\_\_\_ Guarantor Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



TOTAL

Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# Signs & Banners



Payment must be received by  
**Sept. 21, 2021**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

18SPF081021

Prices Shown Are For Simple Design OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## POSTER SIGNS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	11" x 14" Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words) . . .	\$35.75	. . . \$45.00	_____
___	14" x 22" Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words) . .	\$51.25	. . . \$66.50	_____
___	22" x 28" Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words) . .	\$71.50	. . . \$92.75	_____
___	24" x 36" Foamcore Panel - 4 color process printing on vinyl mounted to .1875" thick Foamcore (10 words).	\$82.00	. . . \$106.50	_____
___	36" x 36" Foamcore Panel - 4 color process printing on vinyl mounted to .1875" thick Foamcore (10 words).	\$100.00	. . . \$131.25	_____
___	36" x 48" Foamcore Panel - 4 color process printing on vinyl mounted to .1875" thick Foamcore (10 words)	\$117.75	. . . \$153.00	_____
___	38" x 93" Tall Foamcore Panel w/feet 4 color on vinyl mounted to .5" thick Foamcore (10 words) . . . .	\$299.25	. . . \$388.50	_____
___	38" x 93" 2-Sided Tall Foamcore Panel w/feet (same as above with print on 2 sides) . . . . .	\$449.00	. . . \$583.50	_____

Prices Shown Are For Simple Design OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## BANNERS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	3'x 6' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$137.00	. . . \$178.25	_____
___	4'x 6' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$182.75	. . . \$237.50	_____
___	3'x 8' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$182.75	. . . \$237.50	_____
___	4'x 8' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$243.50	. . . \$316.75	_____
___	3'x 10' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$228.50	. . . \$297.00	_____
___	4'x 10' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$304.50	. . . \$395.75	_____

## OPTIONS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Add a cardboard easel back to any poster - suitable for posters on a tabletop. . . . .	\$10.50	. . . \$13.25	_____
___	Add velcro backing to any poster (price per linear foot) - order Qty. as linear feet . . . . .	\$6.00	. . . \$8.00	_____
___	Add Lamination to any poster (price per square foot) - gloss or texture finish, order Qty. as sq. Ft. .	\$3.50	. . . \$4.50	_____

## Enter Sign Copy Here

☐ PORTRAIT orientation ☐ LANDSCAPE orientation ☐ whatever works best

### Special Directions or notes:

## Need Something Special?

Excel Decorators has a full service in-house sign department that is capable of producing just about anything you might need. We have the capabilities to produce (but not limited to) all of the following :

Backlit Transparent Graphics	Cut Vinyl Graphics
Large format Printing	POP Display Graphics
Vehicle Graphics	Solvent Ink Printing
Floor Graphics	Die Cut Signs
CAD Drawings	Creative Design

Contact our Sign Department for a quote on your special needs:

[signshop@exceldecorators.com](mailto:signshop@exceldecorators.com)

Please send artwork to the above e-mail address. (MAX=5mb)

Acceptable file types: .EPS, .PDF, .TIF, .AI, High Res. JPGs  
DO NOT SEND: .GIF, Word Docs. or Low Res. JPGs

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# Banner Stands



Payment must be received by  
**Sept. 21, 2021**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

18SPF081021

Prices Shown Are For Simple Design  
OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## DELUXE ROLL-UP BANNER STAND

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	Single Sided Banner Stand PURCHASE with banner . . . .	<b>\$444.75</b>	\$.576.50	_____
_____	Double Sided Banner Stand PURCHASE with 2 banners . .	<b>\$661.75</b>	\$.860.50	_____
_____	50 watt halogen spot light* mounted to top of stand . . . . .	<b>\$31.25</b>	\$.35.75	_____

\* Electrical connectivity not included - must order electric separately

▶ Enter Sign Copy Here

▶ Special Directions or notes:

**Portable banner stand  
attractively displays your message!**

This deluxe roll-up banner stands supports  
a vinyl banner measuring 81" tall by 32.5" wide.  
Have our designers prepare artwork for your approval  
or provide your own print ready design.  
Add a light mounted to the top for extra attention.

The stand will be delivered to your booth  
at exhibitor set-up. At the end of the show,  
simply release the top clasp, wind the  
banner back inside the base, pack it in the  
provided soft shell case and carry it home!



Carrying Case Included!

## STANDARD X-FRAME BANNER STAND

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	X-Frame Stand PURCHASE with 24" x 63" Banner . . . .	<b>\$292.25</b>	\$.380.00	_____
_____	X-Frame Stand PURCHASE with 32" x 71" Banner . . . .	<b>\$334.00</b>	\$.434.25	_____

▶ Enter Sign Copy Here

▶ Special Directions or notes:

**Economical stand  
travels where you go!**

This X-frame stand accommodates  
either a 24" x 63" vinyl banner or a  
32" x 71" vinyl banner. It's lightweight  
construction and ease of set up make it a  
practical and efficient point of advertisement.  
Stand breaks down quickly and stores in  
the provided carrying bag!



Carrying Case Included!

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

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Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# Install/Dismantle Labor



Payment must be received by  
**Sept. 28, 2021**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

18SPF081021

## HOURLY RATES

pmh = Per Man Hour

Description	Discount Rate*	Std. Rate*
Straight Time (One Hour Minimum per Person) . . . . . 8:00am - 5:00pm / Monday-Friday . . .	\$67.50 pmh . . . . .	\$84.25 pmh
Overtime Pay (One Hour Minimum per Person) . . . . . 5:00pm - 12:00am / Monday-Friday & . . .	\$101.25 pmh . . . . .	\$126.50 pmh
ALL Day Saturday		
Doubletime Pay (One Hour Minimum per Person) . . . . . 12:00am - 8:00am / Monday-Friday & . . .	\$135.00 pmh . . . . .	\$168.50 pmh
ALL Day Sunday & Holidays		

**!** It is the responsibility of the Exhibitor/Supervisor to SIGN IN LABOR prior to installation/dismantle and SIGN OUT LABOR upon completion. Failure to do so will result in the estimation of LABOR TIME by Excel Decorators.

\*After one hour minimum, time is charged in one hour increments

## INSTALL / DISMANTLE

	Date	* Start Time	NO. of Workers	EST. Hours	TOTAL Hours	Hourly Rate	EST. Cost
JOB 1				X	=	X \$	= \$
				X	=	X \$	= \$
JOB 2				X	=	X \$	= \$
				X	=	X \$	= \$

## SUPERVISION

☐ **Exhibitor Supervision:** \*Start time will be guaranteed only where labor is ordered for the start of the work day (8:00am unless official set-up time begins later), since the time for completion of earlier jobs is approximate. The Exhibitor's show site representative must check in at the service desk to pick up laborers. Upon completion of the work, it is important for the exhibitor to sign people out at the service desk. Labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time, will be charged one hour per laborer at the labor rate for the time originally scheduled.

**All Work Is Done Under Supervision Of The Exhibitor.**

☐ **Excel Supervision:** Excel Decorators, 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.

**All Work Is Done Under Supervision Of Excel Decorators.**

**Information needed for Excel Supervision (Please check all that are applicable)**

Number of crates or cases \_\_\_\_\_ ☐ Special Instructions Attached

☐ Self Contained Unit ☐ Set-Up Plans Attached

☐ Photo Attached ☐ Set-Up Plans in Crate # \_\_\_\_\_

**If Ordering Excel Supervision**

**ADD 25% HERE** \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

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Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

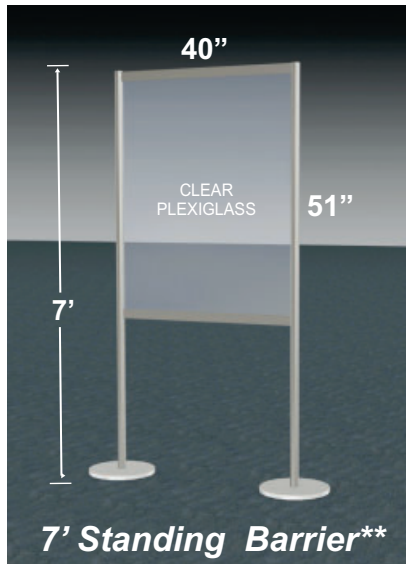
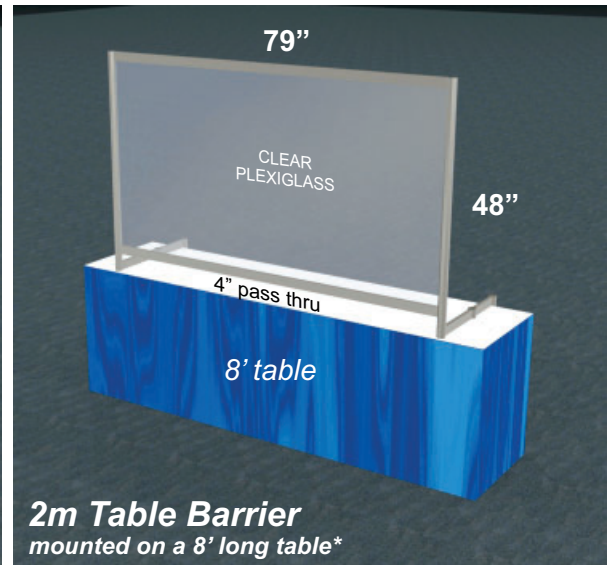
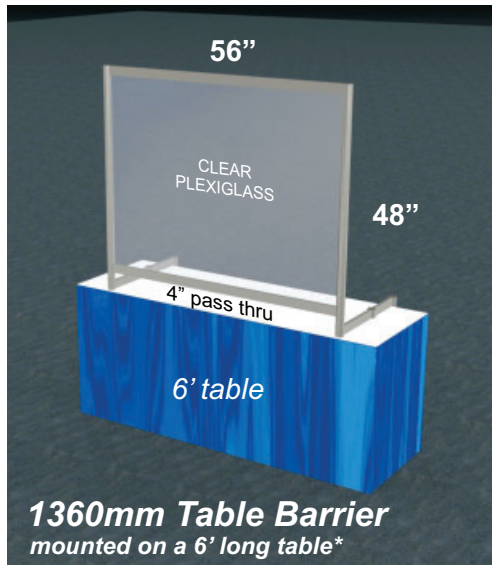
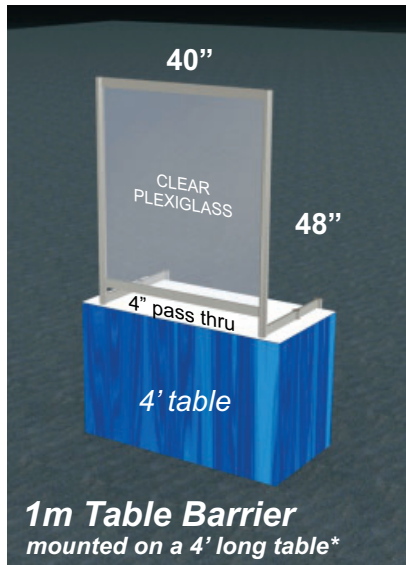
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



## ► PLEXIGLASS PPE BARRIERS

Qty:	Description	Rate	TOTAL
_____	1m Table Barrier - (Clear Plexiglass with stand 40" wide by 48" tall) .....	\$181.74	_____
_____	1360mm Table Barrier - (Clear Plexiglass with stand 56" wide by 48" tall) .....	\$201.42	_____
_____	2m Table Barrier - (Clear Plexiglass 79" with stand wide by 48" tall) .....	\$229.72	_____
_____	7' Standing Barrier - (Clear Plexiglass 40" wide by 51" tall) .....	\$189.76	_____



\* Table barriers are shown on the minimum length table required to support that unit and are designed to fit tables with a 2' depth. Smaller barriers may be installed on larger tables. All barriers have a 4" pass thru area at the bottom running the length of the unit.

Tables are not included in the Barrier Pricing and are shown for demonstration purposes. Tables may be ordered separately on the **FURNITURE & FLOOR COVERING FORM** contained in this kit.

\*\* Multiple Standing Barriers may be installed side by side or in 90 degree configurations to provide a larger wall or alcove. Prices above are for single units, but multiple units may be ordered and installed per design request of the exhibitor.

Due to the high demand of clear plexiglass at this time, all items are subject to availability.

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

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FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



Payment must be received by  
**Sept. 21, 2021**  
For DISCOUNT RATES to apply

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as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

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**Discount Rate**  
**\$732.50**  
  
**Std. Rate**  
**\$828.75**



**Discount Rate**  
**\$1,155.00**  
  
**Std. Rate**  
**\$1,328.25**



**Discount Rate**  
**\$964.00**  
  
**Std. Rate**  
**\$1,108.50**

## PRESET #1

This **BASIC BACKWALL** accommodates a 10' wide booth and comes standard with WHITE PVC panels, 3 meter Plexi header with company name and 3 swivel flood lights.

## PRESET #2

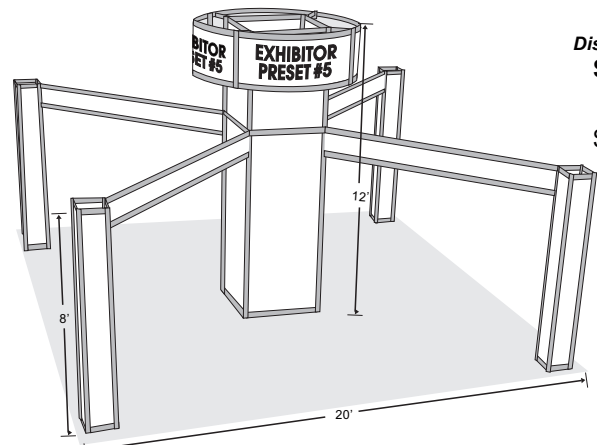
This **BASIC BACKWALL w/ COUNTER** accommodates a 10' wide booth and comes standard with WHITE PVC panels, 3 meter counter w/storage, 3 meter Plexi header with company name and 3 swivel flood lights.

## PRESET #3

This **DELUXE BACKWALL** accommodates a 10 wide booth and comes standard with WHITE PVC panels, 2 meter Plexi header w/ company name and 3 swivel flood lights.



**Discount Rate**  
**\$1,848.75**  
  
**Std. Rate**  
**\$2,126.00**



**Discount Rate**  
**\$2,269.00**  
  
**Std. Rate**  
**\$2,609.25**

## PRESET #4

This 20' wide **DOUBLE PRESET w/ COUNTERS** comes standard with WHITE PVC panels, 2 meter counter w/ storage, 3 meter Plexi header with company name and 4 swivel flood lights.

## PRESET #5

This 20'x20' **ISLAND PRESET** towers above the show floor at 12' and comes standard with WHITE PVC panels, 4 satellite towers w/ connectors, 4 PVC curved headers with company name and 4 swivel flood lights.

**Enter Header Copy Here**

**Header is included standard with black block letters.**

Contact our Art Department for Logos and Custom Graphics. Quoted upon request.

**Panel Color - White is STANDARD / Colors available**

Colored Panels are available for an **additional 25%** of the Preset Price.

- ☐ Dk. Blue   ☐ Dk. Gray   ☐ Green   ☐ Red   ☐ Yellow  
☐ Lt. Blue   ☐ Lt. Gray   ☐ Beige   ☐ Black

**If Ordering Colored Panels, ADD 25% HERE**

Graphic Panels and Custom Artwork Quoted Upon Request.

**Orders placed after the Discount Deadline may be subject to availability and/or an additional delivery charge.**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**

Payment must be received by  
**Sept. 21, 2021**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

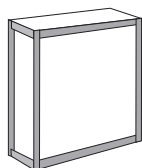
FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

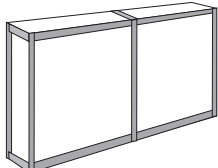
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## COUNTERS

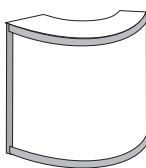
Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	1m wide by .5m deep by 42" tall Counter - Comes standard with white PVC panels . . . . .	\$193.50	...\$251.50	_____
___	2m wide by .5m deep by 42" tall Counter - Comes standard with white PVC panels . . . . .	\$308.25	...\$400.50	_____
___	1m Radius by .5m deep by 42" tall Curved Counter - Comes standard with white PVC panels . . . . .	\$256.00	...\$332.50	_____
___	Interior Shelf for above counters - per 1m x .5m shelf, curved or straight . . . . .	\$28.00	...\$36.50	_____
___	Sliding Doors for above counters (set of 2 panels) - Not available for 1m radius curved counter . . . . .	\$69.75	...\$90.50	_____
___	PVC panel for back side of counter - per 1m section, curved or straight . . . . .	\$35.50	...\$46.25	_____



1m Counter



2m Counter



1m Radius Counter

\* Standard Counters have PVC panels on 3 sides. leaving the back open

## Panel Color - White is STANDARD / Colors available

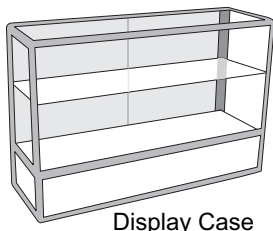
Colored Panels are available for an **additional 25%** of the Counter Price.  
All COUNTER TOPS are WHITE only.

- ☐ Dk. Blue   ☐ Dk. Gray   ☐ Green   ☐ Red   ☐ Yellow  
☐ Lt. Blue   ☐ Lt. Gray   ☐ Beige   ☐ Black

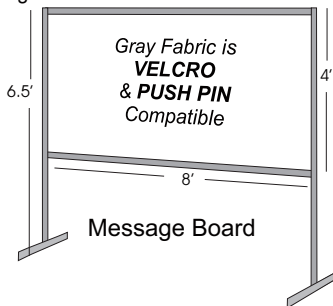
If Ordering Colored Panels, ADD 25% HERE \_\_\_\_\_  
Graphic Panels and Custom Artwork Quoted Upon Request.

## ADDITIONAL ACCESSORIES

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Message Board . . . . .	\$147.25	...\$184.75	_____
___	<input type="checkbox"/> VELCRO/PUSH-PIN compat.< or > <input type="checkbox"/> WHITEBOARD dry erase			
___	Display Case . . . . .	\$539.50	...\$701.25	_____
___	Glass top, front and sides, solid bottom shelf with lockable doors			
___	Leaflet Rack . . . . .	\$15.00	...\$19.75	_____
___	Plexiglass construction with adhesive backing			
___	Brochure Rack . . . . .	\$24.25	...\$31.25	_____
___	Plexiglass construction with adhesive backing			

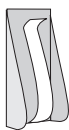


Display Case

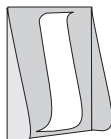


Message Board

Leaflet Rack

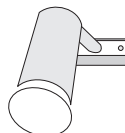


Brochure Rack

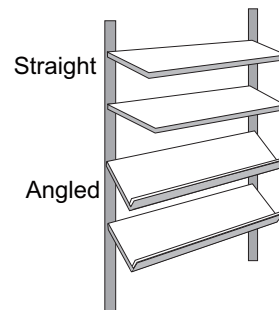


## PRESET BOOTH ACCESSORIES

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Swivel Flood Lights. . . . .	\$45.75	...\$59.25	_____
___	Metal construction with swivel base, 75 watt bulb			
___	Display Shelves . . . . .	\$30.75	...\$40.00	_____
___	1m wide by 16" deep, white only.			
___	Select: <input type="checkbox"/> Straight < or > <input type="checkbox"/> Angled			



Swivel Flood Light



Display Shelves

## Need something else?

If you need a custom design preset booth  
or any other custom design hardwall construction,  
Excel Decorators can work with you to come up  
with the perfect preset design to meet your needs!

Orders placed after the Discount Deadline may be subject to availability and/or an additional delivery charge.

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Add applicable tax on SUMMARY PAGE



TOTAL

Name of EVENT/SHOW **IIAI 2021** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Services Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- d. See that the proper type and limits and insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Services contractor will provide all usual trade show service, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor,
- g. The Exhibitor may appoint an outside independent contractor (EAC) for installation and dismantle only of the Exhibitor's display.

The Exhibitor **MUST** notify Excel Decorators of its intention to utilize its own appointed independent contractor on the form provided in this manual **No Later than Sept. 28, 2021**

**Exhibitors may employ the service of independent contractors (EAC) to supervise the installation and dismantle of their display, providing that the Exhibitor and the EAC comply with the following requirements:**

1. The EAC must have all licenses, permits and/or bondings required by federal, state, county or municipal governments and the exposition hall management prior to commencing work and shall provide Excel Decorators with evidence of such compliance.
2. The EAC must carry comprehensive general liability insurance with limits of liability of not less than \$1,000,000 combined single limits for bodily injury and property damage; comprehensive automobile liability insurance for all owned and non-owned vehicles in amounts not less than \$1,000,000 for bodily injury and property damage and including loading and unloading hazards; and Workers' Compensation insurance with minimum limits of liability as required by Illinois statutes. The insurance carriers providing such insurance shall have no less than an "A" rating according to A.M.'s Best's rating and shall be authorized to do business in Illinois. EAC shall provide **EXCEL DECORATORS — NO LATER THAN Sept. 28, 2021** with a Certificate of Insurance showing coverages, amounts and policy coverage periods. An EAC who fails to submit such Certificate of Insurance shall not be granted permission to perform any services at the show.
3. The EAC must follow scheduled work times or pay any additional costs incurred because of extended work hours. The EAC must adhere to all rules of ingress and egress.
4. The Exhibitor, in writing, must notify **EXCEL DECORATORS** of their intention to utilize an independent contractor (EAC) **NO LATER THAN Sept. 28, 2021**. The Exhibitors must furnish the name, address, telephone number, and email of the EAC contact person and firm. Letters as such from the EAC are neither valid nor acceptable. (See EAC Authorization form in the service kit) Only the exhibitor named EAC's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the EAC will not be authorized admittance on the show floor unless those employees are named and badges as specified below. The EAC must furnish Excel Decorators with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the EAC containing the EAC name, employee's name, & Exhibiting Company's name, PLUS wear a supplied exhibitor work pass if required by Show Management.
5. The EAC **MAY NOT** solicit business on the Show floor. All EAC personnel must confine all activities to the booth(s) of their client(s) and may not enter the display area of a non-client for any purpose.
6. The EAC must confine his operation to the exhibit area of his client(s). No service desks, storage areas or other work facilities will be located elsewhere in the exposition halls.
7. The EAC must comply with all labor agreements and practices and must not commit or allow to be committed by persons in his employ, any acts that could lead to work stoppages, strikes or labor problems.
8. The Show floor, aisles, loading docks, service and storage areas will be under the control of the official General Service Contractor. The EAC must coordinate all his activities with the Official General Service Contractor, Excel Decorators, Inc.
9. In performing work for his client(s), the EAC shall cooperate fully with the Official General Service Contractor and assist him in fulfilling his responsibilities.
10. The EAC will share with the official contractor all reasonable costs related to its operation; including overtime pay for stewards, restoration of Exhibit Space to its initial condition, etc.
11. The EAC must comply with all local labor regulations.
12. EAC should be advised not to store their tools, ladders, and etc. in the crates.
13. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, NO contractor or supplier other than the Official Services Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space. Exhibitors and EACs are not permitted to use forklifts and motorized pallet jacks.
14. Excel Decorators, Inc. has the option to not allow any work to begin until the EAC complies with the above Rules and Regulations.



# EAC Authorization



Form must be received by  
**Sept. 28, 2021**  
For USE OF EAC at this event

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **217-528-4026**

Excel Decorators • 3600 Winchester Rd. • Springfield, IL • 62707 • 217-528-4024

18SPF081021

## Notice of Intent to Use Exhibitor Appointed Independent Contractor

This form **MUST** be submitted by Exhibitor if **ANY** contractor not listed in the Exhibitor's Manual will be used by Exhibitor, including display builder, if a representative will be on-site.

Please refer to the EAC POLICIES sheet included in this Exhibitor Kit. It outlines the regulations for the use of EAC's, and the rules and policies EAC's are expected to abide by during all phases of this event.

Please **DO NOT** fill out this sheet without having first read this very important EAC POLICIES sheet.

This form **MUST BE** returned by the above deadline in order to use EAC services.

### EXHIBITOR / EAC INFORMATION

Exhibiting Company: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ FAX: ( \_\_\_\_\_ ) \_\_\_\_\_ Booth #(s): \_\_\_\_\_

I/we intend to use the following company  
to service our exhibit at the following event:

**EVENT DATES:** October 5-6, 2021  
Plazas A-J / The Crowne Plaza  
Springfield, Illinois

**IIA of Illinois  
CONVO 2021**

Independent Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City

State ZIP

Contact: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Service(s) to be provided by the above independent contractor: \_\_\_\_\_

### EXHIBITOR AUTHORIZATION

I/we agree that all rules and regulations governing the use of an exhibitor-appointed independent contractor will be followed.

Submitted by: \_\_\_\_\_  
Type or print name

Title

Authorized Exhibitor signature

Date

**THIS FORM MUST BE SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY,  
NOT THE EXHIBITOR-APPOINTED INDEPENDENT CONTRACTOR**

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Name of EVENT/SHOW **IIA 2021** BOOTH # \_\_\_\_\_ PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)