

Oklahoma City Bridal Show

November 10, 2024

OKC Fairgrounds

OKLAHOMA CITY, OK

Exhibitor Services Manual





WELCOME EXHIBITORS

OKC Bridal Show
November 10, 2024
OKC Fairgrounds
Modern Living Building
Oklahoma City, OK

WE'RE HERE TO HELP! To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and **we promise excellent service.**

Save money by ordering before the deadline. There are two pricing levels: "discount" and "standard". To receive the "discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

American Consumer Shows
info@acsshows.com
516-422-8100

Each 10'L x 10'W Booth Space will Receive:

8' High White Back Drape
3' High White Side Drape
1 Identification Sign

The Exhibit Booth Space IS Concrete

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Sunday, November 10, 2024

Setup Times

8:00 AM - 1:00 PM

Show Dates

Sunday, November 10, 2024

Show Times

1:00 PM - 5:00 PM

Dismantle Dates

Sunday, November 10, 2024

Dismantle Times

5:00 PM - 8:00 PM

* All carriers **MUST** check in to pick up Exhibitor freight by 8:00 PM or freight will be brought back to the Phoenix Events warehouse, at the exhibitor's expense.



EXHIBITOR SERVICES

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Phoenix Events has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call Exhibitor Services at 972-201-5219.

<u>Exhibitor Services</u>	<u>Discount Deadline Date</u>	<u>Page Number</u>
Payment and Pricing Policies	-----	4
Order Summary & Payment Form	Monday, October 28, 2024	5
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* Please contact Exhibit Services at Phoenix Events if you need any help with your order. The phone number is 972-201-5219

* Send all Order Forms to Phoenix Events at:

Email: info@phoenixeventstss.org



PAYMENT & PRICING POLICIES

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DISCOUNT & STANDARD PRICING

- To take advantage of “discount” pricing, orders **must be received**, with payment in full, no later than the discount dates indicated in the show. All other orders will be charged the standard prices.

**When ordering, forms must be emailed to
info@phoenixeventstss.org**

PAYMENT SCHEDULE

- Phoenix Events requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the “discount” price.
- All charges must be paid in full before your rental items will be set up.

METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check, and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.
- **A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.**
- Purchase Orders are not considered payment.

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% if cancelled 5 days or less before installation.
- All cancellations on any order will be charged a \$35.00 administration processing fee.
- No adjustments will be made after the close of the show.
- Credits will not be issued for items delivered and not used.

TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at “standard” pricing.
- Rental items damaged or not found in your booth space following the show will be charged to the exhibiting company, at full market value, and applied to the credit card on file.
- All rental items are subject to applicable taxes and administration fees.



ORDER SUMMARY & PAYMENT FORM

DISCOUNT PRICE DEADLINE DATE
Monday, October 28, 2024

This form must be returned by email to
info@phoenixeventstss.org

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Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accessories Order	\$ _____
Booth Packages Order	\$ _____
Carpet Order	\$ _____
Cleaning Service Order	\$ _____
Custom Sign Order	\$ _____
Floral & Plant Order	\$ _____
Display Labor Order	\$ _____
Cart Service Order	\$ _____
Audio Visual Order	\$ _____
Electrical Order	\$ _____
Internet Order	\$ _____
Modular Unit Order	\$ _____
Estimated Material Handling Order	\$ _____
Back to Warehouse Order	\$ _____
TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX	\$ _____

Phoenix Events reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA Card Number _____

Name on Card _____ Expiration Date _____ Security Code _____

Address on Card _____

If sending a check it must arrive a week prior to the show. The order form must to be sent to Phoenix Events by fax or email.

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.

All charges must be paid before delivery of exhibit materials.

No adjustments will be made after the close of the show.



BOOTH TABLE ORDER FORM

DISCOUNT PRICE DEADLINE DATE
Monday, October 28, 2024

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<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 85.10	\$ 114.90	\$ _____
_____	4' UNSKIRTED	\$ 66.65	\$ 90.00	\$ _____
_____	6' SKIRTED	\$ 96.90	\$ 130.85	\$ _____
_____	6' UNSKIRTED	\$ 78.70	\$ 106.25	\$ _____
_____	8' SKIRTED	\$ 111.00	\$ 149.85	\$ _____
_____	8' UNSKIRTED	\$ 92.55	\$ 124.95	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 36.65	\$ 49.50	\$ _____
_____	TABLE SKIRT, 30" TALL	\$ 36.65	\$ 49.50	\$ _____
PLEASE CIRCLE DRAPE COLOR: YELLOW GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE				
<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 103.30	\$ 139.50	\$ _____
_____	4' UNSKIRTED	\$ 84.05	\$ 113.50	\$ _____
_____	6' SKIRTED	\$ 117.40	\$ 158.50	\$ _____
_____	6' UNSKIRTED	\$ 97.90	\$ 132.20	\$ _____
_____	8' SKIRTED	\$ 134.55	\$ 181.65	\$ _____
_____	8' UNSKIRTED	\$ 116.35	\$ 157.10	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____
_____	TABLE SKIRT, 42" TALL	\$ 41.00	\$ 55.35	\$ _____
PLEASE CIRCLE DRAPE COLOR: YELLOW GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE				
				SUBTOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				TOTAL \$ _____
				8.25% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



FURNITURE ORDER FORM

DISCOUNT PRICE DEADLINE DATE
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<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 19.50	\$ 26.35	\$ _____
_____	Padded Side Chair	\$ 45.00	\$ 60.75	\$ _____
_____	Padded Arm Chair	\$ 54.00	\$ 72.90	\$ _____
_____	Counter Stool with Back	\$ 78.00	\$ 105.30	\$ _____
_____	Padded Swivel Chair	\$ 75.00	\$ 101.25	\$ _____
_____	36" Round x 30" High Pedestal Table	\$ 95.00	\$ 128.25	\$ _____
_____	36" Round x 40" High Pedestal Table	\$ 95.00	\$ 128.25	\$ _____
_____	Black Tablecloth for 36" Round x 30" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Black Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	White Tablecloth for 36" Round x 30" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	White Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Single Step Table Riser - 4'	\$ 47.50	\$ 64.10	\$ _____
_____	Single Step Table Riser - 6'	\$ 52.00	\$ 72.10	\$ _____
_____	Single Step Table Riser - 8'	\$ 62.00	\$ 83.70	\$ _____
_____	White Vinyl Cover for Table Rise	\$ 15.00	\$ 20.25	\$ _____
_____	Grid Wall - 2' X 7'	\$ 55.00	\$ 35.10	\$ _____
_____	Grid Wall Arms	\$ 5.00	\$ 6.75	\$ _____
				TOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				SUBTOTAL \$ _____
				8.25% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



ACCESSORY ORDER FORM

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<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$ 35.00	\$ 47.25	\$ _____
_____	Bag Stand	\$ 62.50	\$ 84.40	\$ _____
_____	Crossbar	\$ 15.00	\$ 20.75	\$ _____
_____	Upright & Base	\$ 20.00	\$ 27.00	\$ _____
_____	Super Base	\$ 15.00	\$ 20.75	\$ _____
_____	Drape Panels - 3' High	\$ 12.50	\$ 16.85	\$ _____
_____	Drape Panels - 8' High	\$ 12.50	\$ 16.85	\$ _____
_____	Clothing Rack	\$ 58.15	\$ 78.50	\$ _____
_____	Chrome Sign Holder	\$ 58.15	\$ 78.50	\$ _____
_____	Fish Bowl	\$ 12.00	\$ 16.20	\$ _____
_____	Literature Rack	\$ 78.00	\$ 105.30	\$ _____
_____	Raffle Ticket Drum	\$ 85.00	\$ 114.75	\$ _____
_____	Poster Board - 4' X 8'	\$125.00	\$ 168.75	\$ _____
_____	Waste Basket	\$ 15.50	\$ 20.90	\$ _____
_____	6' Glass Showcase	\$ 329.00	\$ 444.15	\$ _____
_____	4' Glass Showcase	\$ 250.00	\$ 337.50	\$ _____
				TOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				SUBTOTAL \$ _____
				8.25% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



CARPET ORDER FORM

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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	8' X 10' CARPET	\$ 125.00	\$ 168.75	\$ _____
_____	8' X 20' CARPET	\$ 250.00	\$ 337.50	\$ _____
_____	8' X 30' CARPET	\$ 375.00	\$ 506.25	\$ _____
_____	8' X 40' CARPET	\$ 500.00	\$ 675.00	\$ _____

CARPET COLOR (PLEASE CIRCLE): **BLUE** **HUNTER GREEN** **RED** **MAROON** **GRAY** **BLACK**



SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT	FULL COVERAGE CARPET	\$ 3.20 PER SQ FT	\$ 4.31 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT	(100 SQ FT MINIMUM)		

OPTIONS

_____ SQ FT	CARPET PAD	\$ 1.16 PER SQ FT	\$ 1.63 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

_____ SQ FT	VISQUEEN COVERING	\$.84 PER SQ FT	\$ 1.10 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

TOTAL	\$ _____
3.50% ADMINISTRATION FEE	\$ _____
SUBTOTAL	\$ _____
8.25% SALES TAX	\$ _____
TOTAL AMOUNT DUE	\$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	9' X 10' CARPET	\$ 116.50	\$ 157.50	\$ _____
_____	9' X 20' CARPET	\$ 233.00	\$ 315.00	\$ _____
_____	9' X 30' CARPET	\$ 349.50	\$ 472.50	\$ _____
_____	9' X 40' CARPET	\$ 466.00	\$ 629.00	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK

SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT	FULL COVERAGE CARPET	\$ 3.20 PER SQ FT	\$ 4.31 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT	(100 SQ FT MINIMUM)		

OPTIONS

_____ SQ FT	CARPET PAD	\$ 1.16 PER SQ FT	\$ 1.63 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			
_____ SQ FT	VISQUEEN COVERING	\$.84 PER SQ FT	\$ 1.105 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

TOTAL	\$ _____
3.50% ADMINISTRATION FEE	\$ _____
SUBTOTAL	\$ _____
8.25% SALES TAX	\$ _____
TOTAL AMOUNT DUE	\$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	10' X 10' CARPET	\$ 138.00	\$ 186.30	\$ _____
_____	10' X 20' CARPET	\$ 276.00	\$ 372.60	\$ _____
_____	10' X 30' CARPET	\$ 414.00	\$ 558.90	\$ _____
_____	10' X 40' CARPET	\$ 552.00	\$ 745.20	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK



SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT	FULL COVERAGE CARPET	\$ 3.20 PER SQ FT	\$ 4.31 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT	(100 SQ FT MINIMUM)		

OPTIONS

_____ SQ FT	CARPET PAD	\$ 1.16 PER SQ FT	\$ 1.63 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

_____ SQ FT	VISQUEEN COVERING	\$.84 PER SQ FT	\$ 1.10 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

TOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
SUBTOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

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LABOR JURISDICTION GUIDELINES

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Phoenix Events is certain you will appreciate knowing prior to your arrival that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of various unions throughout the nation, we ask that you read the following information.

GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, AND GIFTS.

INSTALLATION AND DISMANTLE LABOR

Phoenix Events will provide the proper union personnel to perform labor for the installation and dismantling of your exhibit. Full-time, bona-fide employees of the exhibiting company, which are properly badged by show management, may set their own exhibits without union assistance. Any additional labor needed beyond this must be performed by union personnel. Display labor may be ordered in advance by returning the Display Labor Order Form enclosed or at the Phoenix Events Service Desk at the exhibit site.

MATERIAL HANDLING LABOR

Phoenix Events will provide the proper union personnel, as needed, for the handling of all materials within the convention facility. Union personnel will unload all trucks or vehicles, deliver materials to your booth and remove and reload materials at the close of the show.

EXHIBITOR OWNED VEHICLE- PERSONALLY OWNED VEHICLE (POV)

Exhibitors and show organizers may handle their own material if it can be carried in within 15 minutes without the use of dollies other than small two wheeled dollies such as airport luggage dollies. Exhibitors may not borrow, rent or bring onto the exhibit floor, hand carts, flat trucks, pallet jacks or other material handling equipment. Any items that cannot be carried in must be handled by the Official Service Contractor.

To ensure orderly and safe move-in and move-out, all docks and vehicle traffic is under the exclusive control of the Official Services Contractor. As conditions and time permits, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes. A timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

UTILITIES LABOR

All connections, wiring, laying of cables, assembly and attachment to facility services are handled exclusively by union personnel or facility employees. Utilities labor and services may be ordered on forms enclosed or from the facility. Exhibitors may do technical adjustments, programming and cleaning once the initial connections are made.

Any questions regarding union jurisdictions or individual laborers should be directed to Phoenix Events Please refrain from voicing any concerns or complaints directly to union personnel. Should any union personnel raise any issues or concerns, please inform the onsite Phoenix Events personnel.

All work orders should be carefully reviewed and signed by company personnel, as no adjustments will be permitted after the closing of the event. Please direct any questions directly to Phoenix Events personnel.