

Payment Authorization Form

**Eugene Area Chamber of Commerce
Business to Business Expo 2009**
Lane County Fairgrounds - Exhibit Hall
Eugene, Oregon
October 15, 2009

SHOW DECORATOR:

Essig Entertainment Inc.
Mail or fax (with authorization form) to:

Essig Entertainment, Inc.
P.O. Box 26409
Eugene, Oregon 97402
Fax: (541) 345-1510

Decorator Questions ?
Please call us at:
Tel: (541) 345-7989

PLEASE NOTE:

Please complete and return this form with your order with payment in full. You may choose to pay by credit card or check, however, we require your credit card authorization to be on file with Essig Entertainment, Inc.

For your convenience we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

DISCOUNT ORDER DEADLINE:
Thursday, October 8, 2009

GUARANTEE / AUTHORIZATION ONLY

Company Name _____

Contact Name _____

Mailing Address _____

Phone _____ Fax _____

Credit Card (check one) Visa Master Card American Express

Card Number _____ Expiration Date _____

Name on Card _____

PAYMENT INSTRUCTIONS (please check one)

_____ Bill credit card listed above (you will receive an itemized invoice and credit card receipt after the event).

_____ We will send a company check for the estimated charges of \$ _____. Any balance (i.e. shipping charges) will be charged to credit card listed above.

Calculation of Orders TOTAL FROM EACH - ESSIG ENTERTAINMENT, Inc. - ORDER FORM

Electrical.....	\$	
Materials Handling.....	\$	
Forklift & Labor.....	\$	
Booth Furnishings.....	\$	
Additional Furnishings.....	\$	
Booth Set up and Dismantling.....	\$	
Audio Visual Equipment.....	\$	
Cleaning.....	\$	
Total Amount Due		\$

QUESTIONS? PLEASE CALL (541)345-7989

Booth Furnishings Order Form

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Booth No.(s): _____ Contact Name: _____
Company Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____

**DISCOUNT ORDER DEADLINE:
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Tables	QTY	Discount Price Tables come w/ White Linen & Skirt	Onsite Price Tables come w/ White Linen & Skirt	Total
Cocktail Table <input type="checkbox"/> 30" or <input type="checkbox"/> 42" tall		\$35.00	\$50.00	
36" <input type="checkbox"/> Round or <input type="checkbox"/> Square		\$35.00	\$50.00	
4' Banquet (30" wide x 30" tall)		\$35.00	\$50.00	
6' Banquet (30" wide x 30" tall)		\$35.00	\$50.00	
8' Banquet (30" wide x 30" tall)		\$35.00	\$50.00	
6' Counter (24" wide x 40" tall)		\$35.00	\$50.00	
Carpeting				
9' x 10' <input type="checkbox"/> Grey <input type="checkbox"/> Black		Discount Price \$55.00	Onsite Price \$75.00	
9' x 20' <input type="checkbox"/> Grey <input type="checkbox"/> Black		Discount Price \$104.00	Onsite Price \$150.00	
9' x 30' <input type="checkbox"/> Grey <input type="checkbox"/> Black		Discount Price \$153.00	Onsite Price \$225.00	
Chairs				
	QTY	Discount Price	Onsite Price	Total
Wooden White Folding Chair		\$7.50	\$15.00	
Natural Wood Folding Chair		\$7.50	\$15.00	
Bar Stool (No back)		\$8.00	\$15.00	
Upholstered Arm Chair		\$6.00	\$15.00	
Tall Directors Chair		\$16.50	\$20.00	
Signs				
	QTY			Total
Provided by Eugene Chamber of Commerce				

Grand Total

Cancellation Policy: Booth furnishings orders cancelled less than 7 days prior to move-in are subject to a 50% cancellation charge and 100% of the original price after installation.

No refunds available on sign orders.

Please write all totals on Payment Authorization form and send with this form.

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Booth Set Up and Dismantling Order Form

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Booth No.(s): _____ Contact Name: _____
Company Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____

Installation of Display

Please indicate your labor requirements:
We will require _____ display persons for installation
of our display.

Requested start time: _____ pm on Move-In Day.

Installation will take approximately _____ hours.

- Request you proceed, at earliest hour, to install our display without supervision.
- Set-up drawings / photos are enclosed.
 - Set up drawings / photos will arrive with exhibit materials.
- Request you await our representative before installing our display. Time will commence upon the assignment of workers in accordance with exhibitors instructions. Representative should check with the Essig Entertainment representative on-site to obtain and return display assistance laborers.

Your Representative: _____
Telephone: _____
Email: _____

Dismantling Display

Please indicate your labor requirements:
We will require _____ display persons for dismantling
of our display.

Requested start time: _____ pm on Move-Out Day.

Dismantling will take approximately _____ hours.

- Request you proceed, at earliest hour, to dismantle our display without supervision. Exhibit will be dismantled on straight time whenever possible.
- Request you await our representative before dismantling our display. Time will commence upon the assignment of workers in accordance with exhibitors instructions. Representative should check with the Essig Entertainment representative on-site to obtain and return assistance laborers.

Your Representative: _____
Telephone: _____
Email: _____

Labor Rates

Straight Time: \$45.00 per hour

Overtime \$75.00 per hour

Straight time is considered 7:00 am - 7:00 pm, Monday through Saturday (except holidays).

All other hours (including Sundays and holidays) are considered overtime.

Minimum: One hour per display person. One-half hour increments thereafter.

Questions ? Scheduling Conflicts? Special Requests?

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Audio Visual Equipment Order Form

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Booth No.(s): _____ Contact Name: _____
Company Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Email: _____

DISCOUNT ORDER DEADLINE:
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Audio Visual Equipment	QTY	Discount Price	Total
13" TV/DVD Combo		\$45.00	
19" Data Monitor		\$55.00	
23" Widescreen Monitor		\$65.00	
40" LCD Flat Screen Monitor (1080p-HD resolution) (DVD not included)		\$225.00	
52" LCD Flat Screen Monitor (1080p-HD resolution) (DVD not included)		\$285.00	
DVD Player		\$35.00	
NEC MT 1065 small venue projector (3200 Lumens)		\$295.00	
Laptop		\$125.00	
Screen -- 70" or 84" (please circle one)		\$30.00	
Anchor - 2 Speaker Sound System (includes hard-wired mic)		\$95.00	
Anchor - 1 Speaker Sound System (includes hard-wired mic)		\$70.00	
Wireless Lapel or Handheld Mic (circle one) Requires sound system		\$80.00	
CD Player (Requires sound system)		\$35.00	
CD Cassette Boom Box		\$45.00	
Tripod Poster Easel		\$12.00	
Flipchart Easel w/ pad of paper and pens		\$25.00	
3' x 4' Whiteboard		\$30.00	
4' x 8' Display board		\$65.00	
AV Cart w/ skirt -- 34" or 48" (please circle one)		\$30.00	
Safelock Adjustable leg stand w/ skirt (adjustable to 54")		\$30.00	
Extension Cord		\$15.00	
Power Strip		\$15.00	
PRICES ARE FOR THE DURATION OF THE EVENT	GRAND TOTAL		

On-site pricing: Add 25% to rental charge

Need something that isn't listed?

For additional equipment, please call (541) 345-7989.

Please write all totals on Payment Authorization form and send with this form.

Booth Cleaning Order Form

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 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Email: _____

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 P.O. Box 26409
 Eugene, Oregon 97402
 Fax: (541) 345-1510

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 Tel: (541) 345-7989

General Cleaning:

Vacuuming of carpets and emptying of wastebaskets is **NOT** included in your space rental for this trade show. Please complete this form and return one copy to Essig Entertainment, Inc. 5 days before exhibitor move-in date.

Note: 10' x 10' = 1 booth, 5' x 10' = 1 booth	RATE	QTY	TOTAL
<input type="checkbox"/> One time prior to show opening	\$20.00 per 10' x 10' and 5' x 10'		
<input type="checkbox"/> For MULTIPLE DAY SHOWS ONLY N/A for this tradeshow			
Grand Total			

To ensure your booth is show-ready, please specify your requirements below.

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