



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

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

**2010 SPRING HOMESHOW
PEORIA CIVIC CENTER
FEBRUARY 26th – 28th, 2010**

Dear Exhibitor:

Welcome back to the Peoria Civic Center and the 2010 Homebuilders Association of Greater Peoria Spring Homeshow. Peoria Flag & Decorating has been named the official show decorator. This packet contains information on ordering extra equipment and services. Please look over all the forms and fill out the desired services that you want. Mail your order prepaid to ensure that your request is properly filled when you arrive to setup your booth.

Each 10' Booth Space will be **BLACK/SILVER** in color. There will be an 8' tall backwall and 3' tall side divider walls. Each booth will contain an 7" x 44" I.D. Sign and an 110V/20AMP (Standard 2 Receptacle Outlet). The floor surface in the booths will be concrete. **THERE ARE NO PROVIDED TABLES OR CHAIRS WITH THE BOOTHS!!**

To qualify for the discount price, your order must be **PREPAID** by either check or credit card authorization. Please fill out the **PINK PAYMENT FORM** with all orders. **THE CUTOFF DATE TO RECEIVE THE DISCOUNT RATE IS FEBRUARY 22nd, 2010, AFTER THAT DATE ALL ORDERS RECEIVED WILL BE CHARGED AT THE FULL FLOOR ORDER RATE!!**

This Packet also contains a Peoria Civic Center Electric/Telephone Forms. **THIS FORM SHOULD BE USED IF YOU ARE IN NEED OF TELEPHONE OR WATER HOOK-UP OR IF YOU NEED ADDITIONAL ELECTRICAL SERVICES OTHER THAN WHAT IS PROVIDED WITH THE BOOTH. PLEASE SEND THAT FORM AND PAYMENT DIRECTLY TO THE PEORIA CIVIC CENTER AND NOT PEORIA FLAG & DECORATING CO!! PLEASE PAY ATTENTION TO THE PEORIA CIVIC CENTER'S CUTOFF DATE, WHICH IS DIFFERENT THAN PEORIA FLAG'S!!**

You may fax us your credit card orders at (309)685-8537. If you have questions, please feel free to call us at 685-8989 or (800)322-3946. Thank You, and have a **GREAT SHOW!!**

ORDER SUMMARY

The Peoria Civic Center: Electric & Water Service Order Form, Internet Service Form, Telephone Service Order Form and the Audio/Visual Service Order Form and payment must be sent to the Peoria Civic Center directly, **NOT** to Peoria Flag & Decorating Co.



ORDER FORM CHECK LIST

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

- | | |
|--|----------|
| <input type="radio"/> Payment Authorization | -na- |
| <input type="radio"/> Rental Furniture & Equipment | \$ _____ |
| <input type="radio"/> Display Rental | \$ _____ |
| <input type="radio"/> Custom Signs | \$ _____ |
| <input type="radio"/> Custom Cleaning | \$ _____ |
| <input type="radio"/> Banner Hanging | \$ _____ |

➤ GRAND TOTAL



\$ _____

NAME OF EVENT: **2010 HOMEBUILDERS ASSN. – SPRING HOMESHOW – PEORIA CIVIC CENTER – PEORIA, IL** Booth # _____

COMPANY NAME: _____

ORDERED BY: _____ PHONE # :(_____) _____

E-MAIL: _____



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

DEADLINE FOR ALL FORMS BY:
FEBRUARY 22, 2010
RETURN EITHER BY FAX OR MAIL

PAYMENT POLICY

THIS SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER!

PLEASE PRINT OR TYPE

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

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

ACCOUNT #

VISA MASTER CARD AMERICAN EXPRESS DISCOVER EXPIRATION DATE: _____ V-CODE: _____

V-CODE: AM EX-FRONT OF CARD, ABOVE CREDIT #, VISA/MC/DISC-BACK OF CARD, LAST 3 DIGITS IN SIGNATURE AREA

PRINT CARD HOLDER'S NAME: _____

CARD HOLDER'S BILLING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

SIGNATURE OF CARD HOLDER: _____

PLEASE INDICATE YOUR FORM OF PAYMENT

- CREDIT CARD ON FILE** Please use the above card on file for all charges, and for all remaining balances.
- COMPANY CHECK** Check Number: _____ Please make all checks payable to **Peoria Flag & Decorating Co.**
- APPROVED HOUSE ACCOUNT** Please charge at the **STANDARD RATE** all charges to our **APPROVED** Peoria Flag & Decorating Co. House Account. We understand all terms & conditions.

PURCHASE ORDER (Please attach copy) - P.O. # _____ DATE: _____

AUTHORIZED SIGNATURE & TITLE: _____

NAME OF EVENT: **2010 HOMEBUILDERS ASSN. - SPRING HOMESHOW - PEORIA CIVIC CENTER**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____
(STREET/P.O. BOX) (CITY/STATE/ZIP CODE)

ORDERED BY: _____ TITLE: _____ PHONE: (_____) _____



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

DEADLINE FOR THIS FORM BY:
FEBRUARY 22, 2010
 RETURN EITHER BY FAX OR MAIL

TOTAL: \$ _____

RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

RENTAL FURNITURE AND EQUIPMENT ORDER FORM

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

CANCELLATION POLICY: ITEMS CANCELED AFTER MOVE-IN BEGINS WILL RECEIVE NO REFUND. **COLOR/SIZE SELECTIONS:** Circle color and/or size where applicable. Choices not indicated will be selected by Peoria Flag to coordinate with show colors. **ORDERS WILL BE ENTERED AS CHECKED BELOW. CHARGES INCLUDE PLACING IN BOOTH READY FOR USE. EQUIPMENT IS ON A RENTAL BASIS ONLY. ORDERS CONFIRMED ONLY UPON REQUEST. ALL MATERIALS REMAIN IN THE PROPERTY OF PEORIA FLAG & DECORATING.**

CHAIRS	DISCOUNT RATE	STANDARD RATE	QUANTITY	TABLES 30" H x 2' W	DISCOUNT RATE	STANDARD RATE	QUANTITY
FOLDING CHAIRS	\$7.00	\$10.00		4' LONG TABLE, SKIRTED 3 SIDES	\$50.00	\$60.00	
PADDED SIDE CHAIR	\$13.00	\$18.00		6' LONG TABLE, SKIRTED 3 SIDES	\$60.00	\$70.00	
PADDED ARM CHAIR	\$15.00	\$20.00		8' LONG TABLE, SKIRTED 3 SIDES	\$65.00	\$75.00	
PADDED STOOL w/ BACK	\$25.00	\$30.00		4' LONG TABLE, NOT SKIRTED	\$24.00	\$29.00	
CARPETING				COUNTER TABLES 40" H x 2' W			
SHOW LOCATION IS CONCRETE				4' LONG COUNTER, SKIRTED 3 SIDES			
10' x 10'	\$70.00	\$85.00		6' LONG COUNTER, SKIRTED 3 SIDES	\$70.00	\$80.00	
10 x 20'	\$140.00	\$160.00		8' LONG COUNTER, SKIRTED 3 SIDES	\$75.00	\$85.00	
10' x 30'	\$210.00	\$235.00		4' LONG COUNTER, NOT SKIRTED	\$29.00	\$34.00	
LENGTHS OVER 30' ...PER 10'	\$70.00	\$85.00		6' LONG COUNTER, NOT SKIRTED	\$35.00	\$40.00	
CARPET DESIRED: <input type="checkbox"/> TAY <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> HUNTER CARPET IS SHOW READY WHEN DELIVERED TO YOUR BOOTH, SEE FORM FOR ADDITIONAL VACUUMING				8' LONG COUNTER, NOT SKIRTED			
ADDITIONAL DRAPE				ALL TABLES HAVE A MAXIMUM WEIGHT OF 100 lbs. PEORIA FLAG & DECORATING IS NOT LIABLE FOR ANY DAMAGES IF WEIGHT LIMIT IS EXCEEDED			
8' HIGH	\$4.00	\$5.00		SKIRT 4th SIDE OF TABLE			
3' HIGH	\$3.00	\$4.00		SKIRT 4th SIDE of 30" TABLE(S)			
PRICES PER LINEAL FOOT COLOR:				SKIRT 4th SIDE of 40" TABLE(S)			
TABLETOP RISERS				SKIRT COLOR DESIRED: (INCLUDES WHITE VINYL TOP COVER)			
4' L x 12" W x 10"	\$21.00	\$26.00		<input type="checkbox"/> RED <input type="checkbox"/> BLACK <input type="checkbox"/> GOLD <input type="checkbox"/> WHITE <input type="checkbox"/> SILVER <input type="checkbox"/> BURGUNDY <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> HUNTER GREEN			
6' L x 12" W x 10"	\$24.00	\$29.00		EACH 10' BOOTH SPACE WILL CONTAIN THE FOLLOWING:			
ALL RISERS ARE COVERED & SKIRTED IN WHITE ONLY & ON 4 SIDES				* AN 7" X 44" ID SIGN * TWO PLUG 110V/20AMP ELECTRICAL OUTLET * THERE ARE NO PROVIDED TABLES OR CHAIRS! * THE ENTIRE EXHIBIT FLOOR IS CONCRETE			
MISCELLANEOUS EQUIPMENT							
WASTEBASKET	\$8.00	\$10.00					
25' (16 GA) EXTENSION CORD	\$8.00	\$10.00					
EASEL	\$12.50	\$15.00					
QUARTZ LIGHT ON 8' POLE	\$40.00	\$55.00					
ROUND PEDESTAL TABLE SKIRTED (24" W x 30" H)	\$40.00	\$50.00					
ROUND PEDESTAL TABLE SKIRTED (24" W x 40" H)	\$50.00	\$60.00					

NAME OF EVENT: **2010 HOMEBUILDERS ASSN. - SPRING HOMESHOW - PEORIA CIVIC CENTER - PEORIA, IL**

COMPANY: _____ BOOTH #: _____

ORDERED BY: _____ PHONE #: (_____) _____



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

DEADLINE FOR ALL FORMS BY:
FEBRUARY 22, 2010
RETURN EITHER BY FAX OR MAIL

TOTAL \$ _____

CLEANING LABOR IS NON-TAXABLE

CUSTOM CLEANING SERVICE ORDER FORM

PLEASE PRINT OR TYPE

THE CLEANING SERVICES PROVIDED BY THE EXHIBIT HALL INCLUDES ONLY A GENERAL SWEEPING OF THE AISLES. IF YOU WISH SPECIAL SERVICES, AS LISTED BELOW, PLEASE COMPLETE & RETURN THIS ORDER FORM.

EMPTYING OF WASTEBASKETS INCLUDED WITH ALL CLEANING SERVICES.

BOOTH SIZE: _____ ft. x _____ ft. = _____ sq. ft. x _____ days x \$ _____ = \$ _____ (TOTAL)

FLOORING MAINTENANCE:

Check the service required - all rates based on gross booth area. The rates quoted are performing the service once only.

Please indicate whether you wish the service one time only or daily during the show.

VACUUMING BOOTH CARPET:

ONE TIME ONLY - \$0.10 PER SQUARE FOOT

DAILY - \$0.09 PER SQUARE FOOT, UP TO 1,000 SQUARE FEET

NOTE: THERE WILL BE AN ADDITIONAL CHARGE FOR CLEANING CARPETS THAT ARE SUBJECTED TO EXCESSIVE WEAR AND TEAR SUCH AS WOOD OR METAL.

EXHIBIT CLEANING:

CLEANING AND DUSTING OF DISPLAY BACKGROUND AND FURNISHINGS ONCE BEFORE THE INITIAL OPENING OF THE EXHIBITION - \$0.11 PER SQUARE FOOT

CLEANING AND DUSTING OF DISPLAY BACKGROUND AND FURNISHINGS BEFORE THE INITIAL OPENING OF THE EXHIBITION AND DAILY THEREAFTER - \$0.10 PER SQUARE FOOT PER DAY

NAME OF EVENT: 2010 HOMEBUILDERS ASSN. - SPRING HOMESHOW - PEORIA CIVIC CENTER - PEORIA, IL

COMPANY: _____ BOOTH NO. _____

ORDERED BY: _____ PHONE: (_____) _____



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

DEADLINE FOR ALL FORMS BY:
FEBRUARY 17, 2010
RETURN EITHER BY FAX OR MAIL

TOTAL \$ _____

LABOR IS NON-TAXABLE

BANNER HANGING/RIGGING ORDER FORM

PLEASE PRINT OR TYPE

BANNERS THAT ARE TO BE HUNG ABOVE YOUR BOOTH SPACE MUST COMPLY WITH ALL SHOW AND CIVIC CENTER RULES.

1. BANNERS MUST BE ONE-SIDED.
2. BANNERS CAN ONLY FACE OUT IN THE DIRECTION OF BOOTH OPENING.
3. BANNERS WILL NOT OBSTRUCT ANY OTHER BOOTH.
4. BANNERS WILL BE MADE OF A SUITABLE MATERIAL FOR HANGING SUCH AS: VINYL, NYLON, CLOTH, CANVAS, POLY PLASTIC, FOAMCORE, SHOW CARD, PLEXIGLASS, OR LIGHTWEIGHT MASONITE/PLYWOOD. **PLEASE NO PAPER BANNERS!**
5. IF DEEMED UNHANGABLE, THE BANNER WILL BE RETURNED.

*****BANNERS MUST BE IN OUR HANDS 5 DAYS PRIOR TO EVENT SETUP!!!*****

BANNERS WILL BE HUNG BY PREARRANGEMENT ONLY.

PRICING BASED ON SIZE

_____ 5' to 10' Long.....@ \$70.00 per banner

_____ 11' to 20' Long.....@ \$85.00 per banner

_____ 21' to 30' Long.....@ \$110.00 per banner

Large or odd sized banners will be subject to special pricing

BANNERS WILL BE AVAILABLE FOR PICKUP AT OUR OFFICE ON THE FOLLOWING BUSINESS DAY AFTER THE EVENT.

BANNERS MUST BE PICKED UP WITHIN 7 BUSINESS DAYS AFTER THE EVENT!

NAME OF EVENT: 2010 HOMEBUILDERS ASSN. - SPRING HOMESHOW - PEORIA CIVIC CENTER - PEORIA, IL

COMPANY: _____ BOOTH NO. _____

ORDERED BY: _____ PHONE: (_____) _____



PLEASE PRINT OR TYPE

920 E. GLEN AVE.
 PEORIA HEIGHTS, ILLINOIS 61616-5377
 (309) 685-8989 8 (800) 322-3946 * FAX (309) 685-8537
 Website: www.peoriaflag.com

DEADLINE FOR THIS FORM IS:
FEBRUARY 15, 2010
 RETURN EITHER BY FAX OR MAIL

TOTAL: \$ _____

SIGNS & BANNERS ARE SUBJECT TO 7.75% TAX

CUSTOM SIGNS & BANNERS

FOUR COLOR DIGITAL SIGNS

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

Qty.	Description	Rate	Amount
_____	11" x 14".....	\$30.00.....	\$ _____
_____	14" x 22".....	\$40.00.....	\$ _____
_____	14" x 44".....	\$55.00.....	\$ _____
_____	22" x 28".....	\$55.00.....	\$ _____
_____	24" x 36".....	\$65.00.....	\$ _____
_____	30" x 42".....	\$79.00.....	\$ _____
_____	Vinyl Banner w/grommets.....	\$6.00/SQ. FT.....	\$ _____

Above Prices Subject to 7.75% Tax

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

Vertical Horizontal

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

NAME OF EVENT: **2010 HOMEBUILDERS ASSN. – SPRING HOMESHOW – PEORIA CIVIC CENTER – PEORIA, IL** Booth # _____

COMPANY NAME: _____

ORDERED BY: _____ PHONE # :(_____) _____

E-MAIL: _____

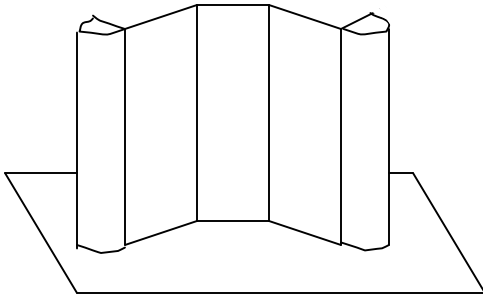
TOTAL: \$ _____

DISPLAY RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

DISPLAY RENTAL ORDER FORM

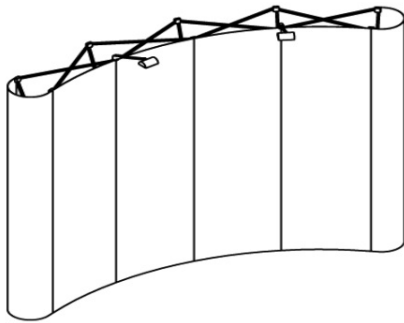
**PRICES ARE FOR THE DURATION OF ENTIRE SHOW
 PRICES ALSO INCLUDE INSTALLATION & DISMANTLE**



6' TABLETOP DISPLAY
 BLACK VELCRO COMPATIBLE FABRIC FINISH
 48" TALL

RENTAL \$200.00: _____ (QTY.)

OPTIONAL LIGHTS @ 20.00: _____ (QTY.)



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

RENTAL \$460.00: _____ (QTY.)



Literature Rack
 SILVER FINISH
 6 POCKET

RENTAL \$50.00: _____ (QTY.)



Bag Rack

Silver Finish

RENTAL \$50.00: _____ (QTY.)

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

NAME OF EVENT: **2010 HOMEBUILDERS ASSN. — SPRING HOMESHOW — PEORIA CIVIC CENTER**

BOOTH # _____

COMPANY: _____

ORDERED BY: _____ PHONE #: (____) _____

Name of Event: 2010 H.B.A. SPRING HOMESHOW Booth / Meeting Room #: _____
 Firm Name: _____ Phone () _____ Fax () _____
 Address: _____ City: _____ State: _____ Zip: _____
 Authorized By: _____ Title: _____ Date: _____
 Signature: _____

ELECTRIC SERVICE AVAILABLE *:	Advance Fee **	Floor Order Fee ***	Qty.	Total \$
1. 110V 20A (Std. 2 receptacle outlet up to 2,200 watts)	\$ 65.00	\$ 85.00		
2. 110V 30A (Std. 2 receptacle outlet up to 3,300 watts)	\$ 75.00	\$ 95.00		
3. 208V 30A Single Phase	\$105.00	\$130.00		
4. 208V 20A 3 Phase	\$120.00	\$150.00		
5. 208V 60A Single or 3 Phase	\$210.00	\$240.00		
* Includes up to 3 days of usage. ** Up to fourteen (14) days before event. *** Within thirteen (13) days before the event or on the event day.			Grand Total	\$

WATER SERVICE AVAILABLE	Advance Fee	Floor Order Fee	Qty.	Total
Water and Sewer	\$ 65.00	\$ 85.00		

*** EXHIBITOR MUST SUPPLY 5/8" HOSES WITH STANDARD COUPLING ***

Remit payment to: Peoria Civic Center, Accounting Dept., 201 SW Jefferson, Peoria, IL 61602
Phone (309) 673-8900 Fax (309) 680-3585

METHODS OF PAYMENT:

- CHECK / MONEY ORDER / CREDIT CARD** (one)
 Master Card American Express Discover Visa

Credit Card Number: _____ **Expiration Date:** _____

Name as it appears on Card: _____ Authorized Signature: _____

Due to a requirement by federal law, the exact name of the credit card holder and the address in which the bill for the credit card arrives at need to be used. If the information at the top of the form does not correspond with these requirements, please fill out the following:

Address Bill Arrives At: _____ City, ST Zip: _____

CONDITIONS AND SAFETY REGULATIONS:

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House electricians" must perform all electrical work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation, may not be executed without "house electrician."
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
4. All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show.
5. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$55.00 per hour. Special materials required will be charged at cost, plus 20%.
6. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact the Peoria Civic Center or refer to our web site at www.peoriaciviccenter.com. *** ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

Name of Event: 2010 H.B.A. SPRING HOMESHOW **Booth / Meeting Room #:** _____

Firm Name: _____ **Phone ()** _____ **Fax ()** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Authorized By: _____ **Title:** _____ **Date:** _____

Signature: _____

INTERNET SERVICE AVAILABLE	Advance Fee**	Floor Order Fee***	Qty.	Total
1. High Speed - Wireless	\$25.00/day	\$55.00/day		
2. High Speed – Up to three (3) IP addresses	\$130.00/3-day	\$180.00/3-day		
3.. High Speed – additional IP addresses	\$55.00/day	\$110.00/day		
Grand Total				
** Up to fourteen (14) days before event. *** Within thirteen (13) days before the event or on the event day. **** Linksys cards are not compatible with the Peoria Civic Center system. ***** No Personal Wireless Routers can be used inside the complex				

Remit payment to: Peoria Civic Center, Accounting Dept., 201 SW Jefferson, Peoria, IL 61602
Phone (309) 673-8900 Fax (309) 680-3585

METHODS OF PAYMENT:

CHECK / MONEY ORDER / CREDIT CARD (✓one)

- Master Card
 American Express
 Discover
 Visa

Credit Card Number: _____ **Expiration Date:** _____

Name as it appears on Card: _____ **Authorized Signature:** _____

Due to a requirement by federal law, the exact name of the credit card holder and the address in which the bill for the credit card arrives at need to be used. If the information at the top of the form does not correspond with these requirements, please fill out the following:

Address Bill Arrives At: _____ **City, ST Zip:** _____

CONDITIONS AND SAFETY REGULATION:

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House electricians" must perform all Internet work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation may not be executed without "house electrician."
3. All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show.
4. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$55.00 per hour. Special materials required will be charged at cost, plus 20%.
5. Conference software configuration available at one-half hour increments at \$55.00 per hour.
6. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.
7. Peoria Civic Center personnel will install, maintain, inspect and remove all Internet services.
8. High Speed Connection 10/100 Ethernet card. DHCP protocols required.

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact the Peoria Civic Center or refer to our web site at www.peoriaciviccenter.com.

*** ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

PEORIA CIVIC CENTER SERVICE ORDER FORM – TELEPHONE LINES

Name of 2010 H.B.A. SPRING HOMESHOW

Firm Name: _____ Phone () _____ Fax () _____

Address: _____ City: _____ State: _____ Zip: _____

_____ Title: _____ Date: _____

Signature: _____

TELEPHONE SERVICE AVAILABLE*	Advance Fee**	Floor Order Fee***	Qty.	Total
1. In-house only	\$ 40.00	\$ 75.00		
1. Local or 800 access (9 out)	\$ 85.00	\$165.00		
2. All access, Fax or Modem (9 out)	\$175.00	\$350.00		
3. Direct Outside Line	\$290.00	\$575.00		
-- INTERNATIONAL CALLS EXTRA --			Grand Total	
* Includes up to 3 days of usage. Additional days at \$45.00 per day.				
** Up to fourteen (14) days before event.				
*** Within thirteen (13) days before the event or on the event day.				

Remit payment to:
Peoria Civic Center – Accounting Dept., 201 SW Jefferson, Peoria, IL 61602
Phone (309) 673-8900 Fax (309) 680-3585

METHODS OF PAYMENT:
CHECK / MONEY ORDER / CREDIT CARD (✓one)

- Master Card
 American Express
 Discover
 Visa

Credit Card Number: _____ **Expiration Date:** _____

Name as it appears on Card: _____ Authorized Signature: _____

Due to a requirement by federal law, the exact name of the credit card holder and the address in which the bill for the credit card arrives at need to be used. If the information at the top of the form does not correspond with these requirements, please fill out the following:

Address Bill Arrives At: _____ City, ST Zip: _____

CONDITIONS AND SAFETY REGULATION:

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House electricians" must perform all electrical work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation, may not be executed without "house electrician."
3. All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show.
4. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$50.00 per hour. Special materials required will be charged at cost, plus 20%.
5. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.
6. Peoria Civic Center personnel will install, maintain, inspect and remove all phone services.

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact the Peoria Civic Center or refer to our web site at www.peoriaciviccenter.com.

*** ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE**



Rules and Regulations for Tradeshows with Exhibits

1. Use of propane or bottled gas in the facility is restricted, call the event coordinator for details.
2. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or fastened to any ceilings, walls, doors, windows, painted surfaces or columns.
3. No painting of signs, displays, equipment or other objects is permitted in the building,
4. No lighter-than-air (helium, etc.) balloons or objects permitted in the building unless prior authorization has been received from the event coordinator.
5. Freight deliveries prior to the contracted move-in or show day **WILL NOT BE ACCEPTED** by Peoria Civic Center. All drayage must be directed to the show decorator.
6. Adhesive backed decals are not permitted to be given away or permitted to be used in the Civic Center.
7. Use of Amorall type protectants inside the Civic Center is strictly forbidden.
8. It is strongly recommended that popcorn and shelled peanut dispensing by exhibitors be prohibited during trade shows and exhibits. Sample food shall conform to the following guidelines:
 - Solid foods limited to “bite size”
 - Liquids limited to no larger than 4 oz. cup
 - Ice cream or frozen desserts are considered liquid
9. No vehicles will be driven into the Civic Center buildings unless prior arrangements have been made through the event coordinator.
10. Any vehicle displayed in the show must have battery cables disconnected. Gas tanks must either be taped or have a locking gas cap and contain a minimum amount of fuel.