



635 St. Louis Street
Springfield, MO 65806
Phone: 417-522-EXPO
Fax: 417-864-3077
sue.martin@jqh.com

Method Of Payment Must Accompany Your Order

Name of Show: Round Bobbin Quilting & Sewing Expo

Company Name: _____ **EMAIL :** _____

Contact Name: _____ **Phone #** _____ **Fax #** _____

Booth Equipment:

Each 8x10 booth will be set with 8' high back drape, 3' high side dividers, (1) 8' skirted table, (2) chairs, (1) wastebasket and (1) identification sign. Exhibit Hall is NOT carpeted

SHOW SCHEDULE

Exhibitor Move -In

Wednesday, April 7, 2010 12:00pm-8:00pm

Exhibit Hours

Thursday, April 8, 2010 10:00am-5:00pm

Friday, April 9, 2010 10:00am-5:00pm

Saturday, April 10, 2010 10:00am-4:00pm

Exhibitor Move-Out

Saturday, April 10, 2010 4:00pm-10:00pm

All exhibitor materials must be removed from the exhibit facility by : **10:00pm on Saturday, April 10, 2010**

SHIPPING INFORMATION

Exhibiting Company Name

C/O Springfield Exposition Center
635 St. Louis Street
Springfield, MO 65806

Receiving hours are 8:00 a.m. to 3:30 p.m., Monday through Friday.

Shipments will be accepted three days prior to move in (any time after April 4, 2010). Shipments arriving at facility prior to April 4th will be refused. Freight handling charges are based on the weight of your shipment (each shipment received is considered separately) The shipment weight will be rounded to the next 100 pounds.

If you are shipping to the Exposition Center, please refer to the MATERIAL HANDLING **form attached**

Select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constructed space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Shipments received without receipts or freight bills, such as UPS, will be delivered to the booth without guarantee of piece count or condition

EXHIBITOR IS RESPONSIBLE FOR ARRANGING FOR RETURN SHIPPING. After materials are packed, labeled, and ready to be shipped, call your designated carrier with pick up information. In the event your carrier fails to show on move-out day, your shipment will be rerouted to the Expo Center's carrier of choice or delivered back to our loading dock in the main hotel facility at your expense.

"Empty" labels will be available at the Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in a non-accessible storage area during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

At the conclusion of move-in all trash will be removed from the show floor. Trash will also be periodically removed during the show by the Expo Center personnel.

ELECTRICAL: All connections to building power must be done by Expo Center Electricians. They are responsible for assembling, installing and dismantling any equipment that uses electricity as a source of power and draws that power from the building's electrical system. If you require electrical service to your booth(s), please refer to the order **form attached.**

We offer the following electrical services

<u>VOLTAGES</u>	<u>AMPS RANGE</u>	<u>PHASE</u>
120 Volts	15-20	Single
208 Volts	60	Single and Three
480 Volts	60	Three

Only ONE Piece of equipment may be connected to ONE electrical service.

All electrical wiring and equipment installed at the Springfield Expo Center must comply with the City of Springfield Electrical Code. Our electricians reserve the right to refuse connections where wiring constitutes a safety hazard or does not meet the City Code.

If a client is found in non-compliance of the Code, we may be able to correct the fault and restore the booth to Code. This will be done on a time and materials basis at the exhibitor's expense

Code requires that electrical circuits not be loaded beyond 80 percent of their rated ampacity.

All 120-volt cords and cables must be 3-wire grounded. All larger cables must contain a ground wire also. 2-wire fixtures and electrical cords are not allowed.

Spring clamp light fixtures are not allowed.

Electrical wiring or equipment such as lights or cords may not be attached to booth dividers or curtains.

COMMUNICATIONS SERVICES:

Telephone Information:

Once installed, the telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated the morning following the last day of the event.

The cost of our telephone service does not include any telephone usage. All calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. Telephone usage will be billed to your credit card shortly after the close of the event.

When ordering, pay particular attention to the **DEADLINE DATE – 10 days before more-in or MARCH 29, 2010.** You may order utility services after the deadline date, however the services will be billed at a higher rate. Please note to two pricing titles, "Advance" and "Floor". The ADVANCE rates apply when your COMPLETE ORDER AND PAYMENT are received by us on or before the deadline date. The FLOOR rate applies to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us to plan effectively, place your order by the deadline date.



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TELEPHONE/INTERNET SERVICE ORDER FORM

Name of Show: Round Bobbin Quilting & Sewing Expo

Company Name: _____ EMAIL : _____

Contact Name: _____ Phone # _____ Fax # _____

Telephone/Internet Service Order Form

Description of Telephone Services:

- Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. Telephone usage is not included; usage is billed after the close of the event and billed to your credit card
- Internet Service:** All pricing for internet access services include the first connection to one point in your booth. Do not forget to order the appropriate electrical service

All internet prices are flat rate; no per minute usage of connection charges apply

SERVICE	DESCRIPTION	REQUIREMENTS	RECOMMENDED USES
Dial Up	53 Kbps	Windows 95,98,2000, XP, Windows NT MAAac OS 7.55 and up, TCP/IP, and Internet browser. Modem supporting at least ITU-T V.34 (preferably internal). Any hardware/software you require, including browsers. Electrical Service	An analog connection to the Internet via modem. Suggested use: checking email, low bandwidth web browsing. Not suggested for graphically intensive web browsing, web based transactional services.
Basic Ethernet	256 Kbps	Windows 95,98, 2000, XP, Windows NT, MAAac OS 7.55 and up, TCP/IP, and Internet browser and Ethernet Network interface card. Ethernet adapter for laptops Electrical Service	A high speed digital connection for one PC

Telephone/Internet Service Order Form (continued)

Telephone Services

Quantity	Description	Advance Order (BEFORE 7/15/09)	Floor Order (AFTER 7/15/09)	Total
	Analog Single Line	\$100.00	\$150.00	

Internet Services

Quantity	Description	Advance Order (BEFORE 3/29/10)	Floor Order (AFTER 3/29/10)	Total
	Dial Up	\$100.00	\$200.00	
	Basic Ethernet	\$200.00	\$400.00	

Payment Method

Check or Money Order Enclosed

All orders must include valid credit card number

Visa MasterCard AMEX

CREDIT CARD NUMBER (do not leave spaces between numbers)

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I also authorize charging any unpaid balance to my credit card

Credit Card Expiration – Date must be valid throughout the event date _____

CREDIT CARD HOLDER SIGNATURE NAME AS IT APPEARS ON CREDIT CARD DATE

Please make checks payable to Springfield Exposition Center

Return your order form to:
333 John Q. Hammons Parkway
Springfield, MO 65806
ATTENTION: CONVENTION SERVICES
OR BY FAX TO: 417-864-3077 or by email: sue.martin@jqh.com

I do not require any of the services above

SIGNED: _____



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MATERIAL HANDLING ORDER FORM

Name of Show: Round Bobbin Quilting & Sewing Expo

Company Name: _____ EMAIL : _____

Contact Name: _____ Phone # _____ Fax # _____

MATERIAL HANDLING SERVICES

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constructed space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

	Price per 100 lbs
Crated or Skidded Shipment.....	\$35.00
Special Handling Shipment	\$60.00
Uncrated or Pad Wrapped Shipment	\$100.00

DESCRIPTION	WEIGHT	UNIT PRICE	ESTIMATED TOTAL COST
SAMPLE - Crated	200 / 100 = 2	35	\$70.00

All rates are per 100 pounds. Please round up to the next 100 pounds. Handling fees include storage. Items should not be shipped to the Show Site more than three days prior to the show. Any shipment arriving before the three days will be refused.

Should your shipment require **a forklift** to be delivered to your booth, the following charges apply

Straight Time: 8:00am-4:00pm, Monday through Friday
 Overtime: 4:00pm-8:00am, Monday through Friday, ALL DAY Saturday and Sunday

MATERIAL HANDLING SERVICES (continued)

<u>Forklift Labor:</u> (one hour minimum)	<u>Price/Hour</u>	<u>Minimum</u>
Forklift with operator – up to 2000 pounds.....ST.....	\$50.00.	\$50.00
Forklift with operator – up to 2000 pounds OT	\$75.00	\$75.00
Forklift with operator – 2001-5000 pounds.....ST.....	\$100.00.	\$100.00
Forklift with operator – 2001-5000 pounds OT	\$150.00	\$150.00

INSTALLATION

Description	Date	Start Time	Approx Hours	Hourly Rate	Total

DISMANTLE

Description	Date	Start Time	Approx Hours	Hourly Rate	Total

Payment Method

Check or Money Order Enclosed

All orders must include valid credit card number

Visa MasterCard AMEX

CREDIT CARD NUMBER (do not leave spaces between numbers)

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ELECTRICAL SERVICES ORDER FORM

Name of Show: Round Bobbin Quilting & Sewing Expo

Company Name: _____ **EMAIL :** _____

Contact Name: _____ **Phone #** _____ **Fax #** _____

ELECTRICAL SERVICES

We offer the following electrical services
 Rates include labor

<u>VOLTAGES</u>	<u>AMPS RANGE</u>	<u>PHASE</u>
120 Volts	15-20	Single
208 Volts	20-60	Single and Three
480 Volts	277-480	Three

120 Volt Electric Service Connections (15-20 Amps) Single Phase

QTY	DESCRIPTION	Advance Rate (BEFORE 3/29/10)	Floor Rate (AFTER 3/29/10)	Amount Due
	Outlet (1-20 amps)	\$35.00	\$60.00	
TOTAL DUE				\$

ELECTRICAL SUPPLIES

QTY	DESCRIPTION	Advance Rate (BEFORE 3/29/10)	Floor Rate (AFTER 7/9/09)	Amount Due
	Surge Protector (6 outlets)	\$35.00	\$50.00	
	Extension Cord – 25 feet	\$35.00	\$50.00	
	Extension Cord – 50- feet	\$45.00	\$60.00	
	Extension Cord – 100 feet	\$55.00	\$70.00	
TOTAL DUE				\$

ELECTRICAL SERVICES (continued)

208 Volts Electric Service Connections (20-60)Amps Single Phase

QTY	DESCRIPTION	Advance Rate (BEFORE 7/9/09)	Floor Rate (AFTER 7/9/09)	Amount Due
	20 Amp	\$100.00	\$150.00	
	30 Amp	\$125.00	\$175.00	
	40 Amp	\$150.00	\$200.00	
	50 Amp	\$200.00	\$300.00	
	60 Amp	\$200.00	\$400.00	
TOTAL DUE				\$

208 Volts Electric Service Connections (20-60)Amps Three Phase

QTY	DESCRIPTION	Advance Rate (BEFORE 7/9/09)	Floor Rate (AFTER 7/9/09)	Amount Due
	20 Amp	\$150.00	\$200.00	
	30 Amp	\$200.00	\$400.00	
	40 Amp	\$250.00	\$500.00	
	50 Amp	\$300.00	\$600.00	
	60 Amp	\$400.00	\$800.00	
TOTAL DUE				\$

Please call if 480 service is required

Payment Method

Check or Money Order Enclosed

All orders must include valid credit card number

Visa MasterCard AMEX

CREDIT CARD NUMBER (do not leave spaces between numbers)

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Method Of Payment Must Accompany Your Order

CARPET/EXTRA EQUIPMENT ORDER FORM

Name of Show: Missouri ACTE - 2008

Company Name: _____ EMAIL : _____

Contact Name: _____ Phone # _____ Fax # _____

Carpet/Extra Equipment Order Form

Booth Size: _____ X _____

CARPET IS AVAILABLE IN GREY ONLY

Each "section" of carpet is 90 square feet (9x10)

Price includes delivery, installation and removal. Padding and visqueen covering an additional \$100.00 each per 9'x10' section

PLEASE NOTE THAT CARPET WILL NOT BE AVAILABLE AFTER THE PRE-ORDER DEADLINE OF **MARCH 29,2010**

<u>Carpet Color</u>	<u>Date Installed</u>	<u>Installation Time</u>	<u>Number of 9x10 Sections</u>	<u>Cost Per Section</u>	<u>Total</u>
GREY				\$125.00	

<u>Visqueen Covering</u>	<u>Date Installed</u>	<u>Installation Time</u>	<u>Number of 9x10 Sections</u>	<u>Cost Per Section</u>	<u>Total</u>
				\$100.00	
				\$100.00	

<u>Padding</u>	<u>Date Installed</u>	<u>Installation Time</u>	<u>Number of 9x10 Sections</u>	<u>Cost Per Section</u>	<u>Total</u>
				\$100.00	
				\$100.00	

