



SERVICE CONTRACTOR

Eventures, Inc. – **Contact Tradeshow**
p.o. box 76559 • oklahoma city, ok 73147
tel: **405.755.3333** • fax: 405.948-6108
• e-mail: tradeshow@eventures-inc.com

GENERAL INFORMATION

Eventures, Inc. will be the "Official Service Contractor" for your show. We will accommodate all exhibitors in every way possible to ensure a successful presentation for the

2020 - NRHA Derby Trade Show

Please find the attached general information and Order Forms for: Request Booth Furnishings, Labor Assistance, Drayage/Shipping & Handling. If you require any of these services, please complete and return the appropriate Form(s).

When your order is received, we will contact you regarding any details for that particular order and make arrangements for payment.

If you need additional assistance, please contact Tradeshow Office, at Eventures, at the phone number or email address above, as she will be happy to assist you.

- **PLEASE NOTE: THE SHOW OFFICE WILL NOT ACCEPT ANY DELIVERIES, NOR WILL THE NRHA OFFICE. ALL PACKAGES MUST BE DELIVERED TO ROOM 3 OF THE JIM NORICK ARENA.**

SHOW INFORMATION

Exhibitor Move-In:

Thursday, June 11, 2020 -9:00 am – 6:00 pm (Pre-Approved Spaces Only)

Friday, June 12, 2020 -9:00 am – 6:00 pm (All Locations)

Exhibitor Move-Out:

Sunday, June 21, 2020 at the conclusion of the event until Midnight

Booth Furnishings:

- None

Payment Policy:

Please remit payment with order. Advance payment is required prior to move-in date. We accept Company Checks and Credit Cards (MasterCard, Visa & American Express).

Booths:

The trade show floor is not carpeted.

Electricity:

Electricity is not handled through Eventures.

To order services, please refer to the NRHA Electrical Services Order form which is available on the NRHA website—<http://nrhaderby.com>

Mailing Address: p.o. box 76559 • oklahoma city, ok 73147
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FREIGHT HANDLING INSTRUCTIONS

2020 - NRHA Derby Trade Show

EVENTURES is the official drayage company, please read the following:

- Please **do not mail exhibits to the meeting site or convention center**, as there are no facilities for receiving shipments prior to the move-in date.
- **THE SHOW OFFICE WILL NOT ACCEPT ANY DELIVERIES, NOR WILL THE NRHA OFFICE**
- Eventures requires prepayment to receive and ship out freight.
- All shipments must be sent prepaid.
- "Collect- Shipments" will NOT be accepted.
- Please complete the following Information Form and return to Eventures, Inc.

ALL **FREIGHT** SHIPMENTS MUST BE SENT TO:

EVENTURES, INC.
ATTN: NRHA DERBY
340 S. Vermont AVENUE, Suite #135
Oklahoma City, OK 73108
Phone: 405.755.3333

ALL FREIGHT MUST **ARRIVE NO LATER THAN Friday, June 5, 2020**

Shipping Instructions

If you have Preferred Carrier, please note on this form. Please provide all shipping information, including instructions for after the show. (If we are shipping out or dealing with an "expedited" shipment.)

INBOUND

- Please make sure the **boxes are numbered** (EX: #1 of 2, #2 of 2).
- Must have the **BOOTH # on each of the boxes shipped**
- All of your boxes (if correctly identified) will be placed in your booth upon your arrival to the show.
- **THE SHOW OFFICE WILL NOT ACCEPT ANY DELIVERIES, NOR WILL THE NRHA OFFICE.**

OUTBOUND

- **Boxes will only be picked up from those companies who have turned in their freight handling form, indicating outbound handling.**
- **Leave your PACKED boxes ready for shipping in your booth** and we will pick them up after the show.
- **Outbound packages will be picked up at same location shipments are sent to.**
- **Freight Carriers may pick-up packages on Monday, June 22, 2020 from 9:00 am – 5:00 pm**
- **All boxes must have the out-bound shipping information written or attached to each box.** If no shipping information is provided, there will be an additional charge for handling.
- Each **Box must be numbered** (EX: #1 of 2, #2 of 2).
- If your boxes are not packed, it will be necessary for us to charge an additional packing fee.

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Deadline Date: Friday, June 5, 2020

Booth number: _____

FREIGHT HANDLING FORM
2020 - NRHA Derby Trade Show

Exhibitor Name: _____ Booth#: _____

Company Name: _____ Contact: _____

Address: _____ City, State, Zip _____

Company Phone: _____ Contact Phone: _____

RETURN SHIPMENT TO

Company Name: _____

Attention: _____

Address: _____ City, State, Zip: _____

Must Arrive By: _____

PREFERRED CARRIER

____ UPS
____ FedEx
____ Airborne
____ Other: _____

FREIGHT HANDLING CHARGES

Inbound Charge
• up to 50 lbs. \$ 55.00
• 51 to 100 lbs. \$100.00
• 101 to 200 lbs. \$150.00
• 201 to 300 lbs. \$200.00
• 301 to 400 lbs. \$250.00
• 401 to 500 lbs. \$350.00
• over 500 lbs. \$ 1.00 per lb.
Outbound Charge
• Same as above

of Packages _____

SUMMARY: BOOTH #

| | |
|--------------------------|----------|
| Inbound Handling Charge | \$ _____ |
| Outbound Handling Charge | \$ _____ |
| Tax 8.625% | \$ _____ |
| <u>5% Handling Fee</u> | \$ _____ |
| TOTAL | \$ _____ |

PAYMENT METHOD:

Check Amount \$ _____ Check Number _____

Credit Card: MasterCard ____ Visa ____ American Express ____

Cardholder Name: _____

Credit Card Number: _____ Expiration Date _____

Cardholder Signature: _____

Company Name: _____ Contact: _____

Address: _____ City, State, Zip _____

Email: _____

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Booth number: _____

ADDITIONAL BOOTH FURNISHINGS
2020 - NRHA Derby Trade Show

| QUANTITY | | Up to 2-WEEKs PRIOR | 1-WEEK PRIOR | DAY OF SETUP |
|---|-----------------------------|---------------------|-----------------------|-------------------|
| Tables: Plain / No Drapes or Covers | | | | |
| | | | (June 5, 2020) | |
| _____ | 4' Table | 40.00 | 42.00 | 70.00 + Delivery |
| _____ | 6' Table | 44.00 | 47.00 | 80.00 + Delivery |
| _____ | 8' Table | 48.25 | 50.00 | 90.00 + Delivery |
| _____ | Elevated Table | 66.75 | 88.00 | 130.00 + Delivery |
| Draped Tables: (includes plastic top, convention skirt on 3 sides) | | | | |
| _____ | 4' Table | 81.00 | 86.00 | 105.00 + Delivery |
| _____ | 6' Table | 109.00 | 114.00 | 130.00 + Delivery |
| _____ | 8' Table | 111.50 | 116.50 | 135.00 + Delivery |
| _____ | Draped Table (42" high) | 116.50 | 127.00 | 162.00 + Delivery |
| Chairs/Signs: | | | | |
| _____ | Folding-Plastic Chair | 9.50 | 15.50 | 23.50 + Delivery |
| _____ | Folding-Padded Chair | 13.00 | 18.00 | 28.00 + Delivery |
| _____ | Metal, Arm Office Chair | 30.00 | 35.00 | 40.00 + Delivery |
| _____ | Hi Back, Rolling Exec Chair | 40.00 | 44.00 | 50.00 + Delivery |
| _____ | Stool, Wooden Bar | 26.00 | 31.00 | 36.00 + Delivery |
| _____ | Stool, Padded Wooden Bar | 40.00 | 45.00 | 50.00 + Delivery |
| _____ | Easel, Chrome | 20.00 | 25.00 | 35.00 + Delivery |
| _____ | 10' X 10' Carpet | 165.00 | 175.00 | 200.00 + Delivery |
| _____ | 8' Pipe & Drape, 10' | 105.00 | 119.00 | 134.00 + Delivery |
| _____ | 12' Pipe & Drape, 10' | 170.00 | 180.00 | 200.00 + Delivery |
| _____ | OTHER Needs Not Listed | \$Call for Quote\$ | | |

Decorations

_____ Theme Props, Greenery & Floral, Lighting, Props - Call for Quote

Additional Requests

SUMMARY: BOOTH #

Additional Rentals Total \$ _____
Decoration Charge \$ _____
Tax 8.625% \$ _____
5% Handling Fee \$ _____
TOTAL \$ _____

PAYMENT METHOD:

(Card will only be charged in case of damages)

Check Amount: \$ _____ Check Number _____
Credit Card: MasterCard ____ Visa ____ American Express ____
Cardholder Name: _____
Credit Card Number: _____ Expiration Date: _____
Cardholder Signature: _____
Company Name: _____ Contact: _____
Address: _____ City, State, Zip _____
Email : _____

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