

EVENTURES, LLC
405.755.3333
340 S. Vermont Avenue,
Warehouse#135
Oklahoma City, OK 73108
SERVICE CONTRACTOR

GENERAL INFORMATION

Eventures, LLC. 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

2024 - NRHA Derby Tradeshow

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.

- **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:

Tuesday, June 11th, 2024-12:00 pm

Wednesday, June 12th, 2024 -9:00 am – 6:00 pm (All Locations)

Exhibitor Move-Out:

Sunday, June 23, 2024, at the conclusion of the event until Midnight

Booth Furnishings:

- Booth Drapes: Provided Upon Request and Payment for by Vendor.
- Requests must be made by Wednesday, **May 31st** to Ensure Rentals are In Place Upon Your Arrival

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:

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

FREIGHT HANDLING INSTRUCTIONS

2024 - NRHA Futurity Tradeshow

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

- Please **do not mail Exhibits to the Meeting Site or Fairgrounds**, 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, LLC
callie@eventures-inc.com or hannah@eventures-inc.com

ALL FREIGHT SHIPMENTS MUST BE SENT TO:

EVENTURES, LLC.

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 7, 2024

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 Tuesday, June 25, 2024, 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.

Deadline Date: Tuesday, May 28, 2024

Booth Number: _____

FREIGHT HANDLING FORM
2024 - NRHA Derby Tradeshow

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. \$200.00
- 201 to 300 lbs. \$300.00
- 301 to 400 lbs. \$350.00
- 401 to 500 lbs. \$450.00
- 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 ___ CVV _____

Cardholder Name: _____

Credit Card Number: _____ Expiration Date _____

Cardholder Signature: _____

Company Name: _____ Contact: _____

Address: _____ City, State, Zip _____

Email: _____

Please Charge This Card on File: (Signature) _____

Deadline Date: Tuesday, May 28, 2024

Booth number: _____

ADDITIONAL BOOTH FURNISHINGS

2024 - NRHA Derby Tradeshow

QUANTITY	Up to 2-WEEKs PRIOR	1-WEEK PRIOR	DAY OF SETUP
Tables: Plain/No Drapes or Covers	(By May 28)	(By June 4)	(June 11)
_____ 4' Table	45.00	50.00	60.00 + Delivery
_____ 6' Table	50.00	56.00	66.00 + Delivery
_____ 8' Table	55.00	60.00	70.00 + Delivery
_____ Elevated Table	75.50	80.50	90.50 + Delivery
Draped Tables: (plastic top, convention skirt on 3 sides)			
_____ 4' Table	104.00	109.00	124.00 + Delivery
_____ 6' Table	146.00	151.00	166.00 + Delivery
_____ 8' Table	149.45	154.45	169.45 + Delivery
_____ Draped Table (42" high)	164.45	169.45	204.45 + Delivery
_____ Bistro Table + Kwik Cover	70.85	75.85	80.85 + Delivery
Chairs/Signs:			
_____ Folding-Plastic Chair	10.25	16.25	24.25 + Delivery
_____ Folding-Padded Chair	15.00	20.00	30.00 + Delivery
_____ Metal, Arm Office Chair	41.00	46.00	51.00 + Delivery
_____ Hi Back, Rolling Exec Chair	51.00	55.00	59.00 + Delivery
_____ Stool, Wooden Bar	38.50	43.50	48.50 + Delivery
_____ Stool, Padded Bar	115.00	120.00	125.00 + Delivery
_____ Easel, Chrome	30.00	35.00	40.00 + Delivery
_____ 10' X 10' Carpet	215.00	240.00	265.00 + Delivery
_____ 8' Pipe & Drape, 10'	161.00	176.00	191.00 + Delivery
_____ 12' Pipe & Drape, 10'	245.00	255.00	275.00 + 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, unless authorization is given below)

Check Amount: \$ _____ Check Number _____
Credit Card: MasterCard ____ Visa ____ American Express ____ CVV _____
Cardholder Name: _____
Credit Card Number: _____ Expiration Date: _____
Cardholder Signature: _____
Company Name: _____ Contact: _____
Address: _____ City, State, Zip _____
Email : _____
Please Charge This Card on File: (Signature) _____

All Orders Must be Sent to cheryl@pro-management-inc.com NO LATER THAN May 27, 2024 to be eligible for the 2 Week Prior Pricing

Deadline Date: Tuesday, May 28, 2024

Booth Number: _____

LABOR ASSISTANCE
2024 - NRHA Derby Tradeshow

- Installation & Dismantling labor is available, IF ARRANGED IN ADVANCE.
- Last minute arrangements, may result in additional fees
- Assembly is completed PRIOR to Exhibitor Move-In.
- All pertinent information should be directed to Eventures, Inc. such as set up instructions, photographs and shipping information.

Exhibitor Name: _____ Booth # _____

Company Name: _____ Contact _____

Address: _____ City, State, Zip _____

Company Phone: _____ Contact Phone _____

Emergency Contact & Phone: _____

Set Up to be completed by (Date & Time): _____

RATES

Straight Time	\$65.50/hour per Laborer (8:00am- 5:00pm, Monday-Friday)
Overtime	\$100.00/hour per Laborer (before 8:00am - after 5:00pm, Monday – Friday AND all-day Saturday & Sunday)

Rigging & Other Special Needs *(Call for Pricing Quote)*

Additional Requests _____

SUMMARY: BOOTH #

Regular Time Labor Charges	\$ _____
Overtime Labor Charges	\$ _____
Tax 8.625%	\$ _____
<u>5% Handling Fee</u>	\$ _____
TOTAL	\$ _____

PAYMENT METHOD:

Check Amount: \$ _____ Check Number _____

Credit Card: MasterCard ___ Visa ___ American Express ___ CVV _____

Cardholder Name: _____

Credit Card Number: _____ Expiration Date: _____

Cardholder Signature: _____

Company Name: _____ Contact: _____

Address: _____ City, State, Zip: _____

Email: _____

Please Charge This Card on File: (Signature) _____