

Producers of Trade, Public Exhibition Shows
Theme Sets & Decorators

Missouri Independent Bankers Association 41st Annual Convention & Exhibition

Lodge of Four Seasons
Exhibition Dates
September 10-12, 2018

Dear Exhibitor,

We are pleased to advise you that Page & Brown Convention Services has been selected as the Service Contractor for your upcoming show. We will assist you in every way possible to insure a successful presentation.

Please read over arrangements carefully, contact us if you have any questions.

Each booth will be 8' deep x 10' wide and will include the following, complimentary by MIBA.

- 8' high back wall of drapery material
- 3' high side walls of drapery material.
- (2) chairs
- (1) skirted table (send in your request for table size that best fills your needs – see below)
- (1) 7" x 44" exhibitor identification sign.
- (1) waste basket with liner
- (2) 110v Outlet Electric Service 1-5 amp max

Please note, we will provide (1) skirted table complimentary per booth space - your choice in length of either 4ft – 6ft or 8ft long and either standard or elevated -counter height. To reserve your table, enter in table size you would like on Rental Equipment form, return via email to service@pagebrown.com or fax to 573-348-5177 at your earliest convenience. Extra skirted tables, tall cocktail tables with high stools are available if required, see Rental Equipment form.

Electric service (110v-dual outlet 1-5 amp maximum) will be provided at your booth complimentary by MIBA. If more than 5 amps is required you will need to order a direct line 6-20 amp service (discounted price)- see Rental Equipment form.

Booth equipment available for rent may be viewed at www.pagebrown.com. We have elevated tables, tall cocktail tables, large screen monitors, high stools with backs, etc., available for rent.

For your information the Campana Hall has a tan - brown carpet, and has complimentary Wi-Fi .

The hotel does not have facilities to receive or store exhibit material. All display material must be shipped to Page & Brown. We require the Exhibit Material Handling form be on file before the arrival of your exhibit material. Be sure shipments are marked with the name of your show. Shipments that we receive will be delivered to your booth prior to exhibitor set-up. Prior to the close of the show we will discuss outgoing shipping.

A service desk will be maintained during exhibitor move in to answer any questions and to provide you with additional booth furnishings that might be required. Please call 573-348-5176, or email service@pagebrown.com with any questions regarding the equipment or services that we have to offer.

Thank you,
Page & Brown Convention Services

Page & Brown Convention Services

5744 Chapel Drive
Osage Beach, MO 65065

Phone 573-348-5176
Fax 573-348-5177
Web Site www.pagebrown.com
Email service@pagebrown.com

Rental Equipment & Electric Service

Orders will be entered as checked below. Charges to include placing in booth ready for use. Equipment is on a rental basis. One time charge unless otherwise noted. Mail or fax us a copy and retain a copy for your files. Most Rental Equipment items may be viewed at www.pagebrown.com

Order in advance to save time and money.

Furniture

Quantity		Advance	Floor	Amount
	Chair	4.00	5.00	
	Cushioned Office Chair	10.00	15.00	
	High Stool w / Cushion	15.00	20.00	
	Table Top Display	90.00	100.00	
	Assemble / Dismantle Display	100.00	125.00	
	Tall Rnd Cocktail Table	25.00	30.00	
	Blk Cloth for Tall Rnd Table	10.00	10.00	

**PLEASE ENTER YOUR CHOICE OF
(1) COMPLIMENTARY SKIRTED TABLE HERE**

DRAPED DISPLAY TABLES (INCLUDES WHITE VINYL TOP & PLEATED SKIRT)
30" = Standard Height / 40" = Elevated / Counter Height

Quantity	With Skirt	Advance	Floor	Amount
	2' W X 4' L X 30" Stand.	-----	-----	COMP
	2' W X 6' L X 30" Stand.	-----	-----	COMP
	2' W X 8' L X 30" Stand.	-----	-----	COMP
	2' W X 4' L X 40" Elev.	-----	-----	COMP
	2' W X 6' L X 40" Elev.	-----	-----	COMP
	2' W X 8' L X 40" Elev.	-----	-----	COMP
	4 th Side Skirted (Add)	15.00	20.00	

**IF YOU NEED ADDITIONAL SKIRTED TABLES,
COMPLETE QUANTITY & AMOUNT BELOW**

30" = Standard Height / 40" = Elevated / Counter Height

Quantity	Without Skirt	Advance	Floor	Amount
	2' W X 4' L X 30" Stand.	45.00	49.00	
	2' W X 6' L X 30" Stand.	49.00	53.00	
	2' W X 8' L X 30" Stand.	52.00	56.00	
	2' W X 4' L X 40" Elev.	49.00	53.00	
	2' W X 6' L X 40" Elev.	53.00	57.00	
	2' W X 8' L X 40" Elev.	57.00	60.00	

Risers For Tables (Indicate Size)

Quantity	4', 6', or 8' Available	Advance	Amount
	Draped One Step Riser	2.00 Lin. ft.	
	Draped Two Step Riser	3.00 Lin. ft.	

Audio Visual / Miscellaneous Day = Daily Rate

Quantity		Advance	Floor	Amount
	Video Proj. 2000 Lumen	125.00/day	150.00/day	
	42" Table Top Screen	35.00/day	45.00/day	
	50" Proj. Floor Screen	35.00/day	45.00/day	
	19" LCD PC Monitor	45.00/day	65.00/day	
	32" LCD TV/ PC Monitor	100.00/day	125.00/day	
	42" LCD TV/ PC Monitor	125.00/day	150.00/day	
	Black Stand for 42" LCD	45.00/day	65.00/day	
	20" LCD TV/ DVD Combo	50.00/day	65.00/day	
	Video Equip. Cart Skirted	30.00/day	35.00/day	
	Easel	15.00	20.00	
	Pleated Table Skirt	22.00	25.00	
	8ft curtains	4.00 ft.	4.50 ft.	
	Small Raffle Drum	15.00	20.00	
	Poster Board 4' x 8' <input type="checkbox"/> H <input type="checkbox"/> V	75.00	85.00	

Custom Booth Carpet (Indicate Color Choice)

Quantity	Red, Black, Blue, Grey, Grn	Advance	Floor	Amount
	8' x 10' Carpet	65.00	75.00	
	8' x 20' Carpet	125.00	135.00	

Daily Vacuum Service

Quantity		Amount
	8' x 10' Carpet	8.00 per day
	8' x 20' Carpet	16.00 per day

Electrical Services

Quantity		Advance	Floor	Amount
	110 Volt 2 Plug Recep. w /Ground(1-5 Amps)	-----	-----	COMP
	110 Volt Direct Line 2 Plug Recep. w/Ground (6-20 Amps)	10.00	20.00	
	220 Volt Direct Line / Call To Arrange	Call	NA	
	Power Strip (Must Order Elec. Service)	8.00	12.00	

Trade Show	Amount Paid	Booth #
Contact	Phone No	
Company Name	Fax No	
Address	City	State Zip
Card #	Exp Date	Signature

Payment Policy:

Payment in full of rental charges must accompany your orders (5) **days prior to start of move in** for DISCOUNT RATES. Credit card orders may be faxed to 573-348-5177. There is a 50% cancellation charge on items cancelled after move in begins. Orders without payment or placed at show will be billed at FLOOR RATE. Charges due and payable upon presentation of invoice at show.

By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.

Page & Brown Convention Services

5744 Chapel Drive
Osage Beach, MO 65065

Phone 573 - 348 - 5176
Fax 573 - 348 - 5177
Web Site www.pagebrown.com
Email service@pagebrown.com

Exhibit Material Handling

Shipping Instructions - Incoming

NO COLLECT SHIPMENTS WILL BE ACCEPTED. **Send shipments PRE-PAID to the above address, with the following information.**

Name of Show: _____

Date of Show: _____

Location of Show: _____

Company Name: _____

Booth _____ #(s) (If known)

C/O Page & Brown Convention Services
5744 Chapel Drive
Osage Beach, MO 65065

- **If you will be shipping freight, we require this form to be on file with payment, before the arrival of your exhibit material.**
- **Shipments (each item) must be labeled with all of the above information to insure delivery to proper booth.**
- If phone calls are necessary to determine necessary show delivery information, there will be a \$30 surcharge added.
- Credit card orders will be processed after the show is over. Indicate if you would like a receipt faxed.
- If weight of shipment is known, pre-payment may be made by check. See rate schedule below.
- Shipments should be made early, to be delivered to above address, at least three days prior to set-up date.
- Shipments which arrive after the start of exhibitor move in, and require a special trip to the site, will be charged an additional \$50.

Outgoing Shipping Instructions

- **Representative at show site will be expected to label their containers and furnish us with shipping documents.**
- **Pre-printed shipping documents with your account number will help expedite outgoing shipping.**
- Our outgoing material handling form will be provided at show site. We require that it be completed and left with shipment.
- It is your company's responsibility to call carrier and arrange for pickup, if shipping with other than UPS or Federal Express.
- When time frame allows, we request that pick ups be scheduled at our warehouse, the next business day after show closes.

Page & Brown will provide the following services:

Receive and store shipments (30 days free storage allowed).

Delivery to booth, prior to exhibitor set-up time.

Removal and return of empty crates to and from booths.

Handling out of the Exhibit site at conclusion of the show.

For Labels & More Information Visit Our Web Site

www.pagebrown.com /Click On Exhibit Material Handling

***** Keep Your Shipment Tracking Numbers*****

RATE SCHEDULE		Per 100 lb.	Min. Charge
I	ADVANCE SHIPMENTS <u>Shipments received at warehouse.</u> Shipments of Common Freight And Crated Exhibits will be received and stored, up to 30 days prior to show, and delivered to booth at show site. Any necessary handling of empty containers to and from storage and outgoing handling at conclusion of show.....	\$48.00.....	\$48.00
II	RECEIVING AT SHOW SITE <u>Shipments received at show site during exhibitor move in period only. early shipments will be refused.</u> Includes receiving, delivery to booth, any necessary handling of empty containers to and from storage, and outgoing handling at conclusion of show.....	\$50.00.....	\$50.00
III	OUTGOING HANDLING ONLY	\$40.00	\$40.00
IV	HANDLING UNCRATED MATERIAL Rates in Item I and Item II above apply to Common Freight and Crated Exhibit Material Shipments of more than 10 loose boxes will have a 30% surcharge to above rates to cover additional handling time.....	Plus 30%	

LIMITS OF LIABILITY AND RESPONSIBILITY

We will not be responsible for uncrated, improperly packed materials or concealed damage. We will not be responsible for damages or loss of materials after delivery to booth, during installation time, or at conclusion of show prior to delivery to outbound carrier. Therefore, exhibitor should contact their insurance carrier if necessary, to provide insurance coverage for materials from the time they leave your firm until they are returned after the show. Limit of liability is \$.25 per lb. per article, with a maximum liability of \$50.00 per item, and a maximum of \$1,000.00 per shipment

Hotels – Convention Centers Will Not Accept Freight As They Do Not Have The Facilities To Receive Or Store Freight

Trade Show _____ Amount Paid _____ Weight _____

Contact _____ Telephone _____

Company Name _____ Fax _____

Address _____ City _____ State _____ Zip _____

Card # _____ Exp. Date _____ Code _____ Authorized By _____

By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.

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Display Assembly & Dismantling Services

Display Installation Without Your Supervision

____ You are authorized to Assemble our background display, prior to our arrival at the Convention Center. We are forwarding blueprints, a photo or instructions for your information. We understand that all work will be done on straight time. Shipping information will be sent to you shortly.

Per man hour – 2 hour minimum-----\$50.00 Per Hour

Date and time assembly to be completed _____ #of men _____ app. hrs _____

Set up plans in crate _____ or attached _____

____ We would like the same service to Dismantle and pack our exhibit. Instructions for shipping and weighbill will be provided before the end of the show.

Per man hour- 1 hour minimum-----\$50.00 Per Hour

Date and time to dismantle _____ # of men _____ app.hrs _____

Display Installation With Your Supervision

____ We would like _____ men available, app. hrs _____ to Assemble our display, Under the supervision of our representative.

Per man hour – 2 hour minimum-----\$45.00 Per Hour

The above man, or men, to report to our booth on _____ (date) at _____ (A.M. P.M.)

____ We would like _____ men available, app. hrs _____ to Dismantle and pack our display , Under the supervision of our representative.

Per man hour – 1 hour minimum-----\$45.00 Per Hour

The above man, or men, to report to our booth on _____ (date) at _____ (A.M. PM)

For Labels & More Information Visit Our Web Site

www.pagebrown.com /Click On Exhibit Material Handling

Date of Shipment	# of Pieces Shipped	Via	
Trade Show	Amount Paid	Weight	
Contact	Telephone		
Company Name	Fax		
Address	City	State	Zip
Card #	Exp. Date	Authorized By	

By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.

PLEASE LABEL SHIPMENT AS FOLLOWS:

SHIP TO:

NAME OF SHOW: _____ **BOOTH #:** _____

LOCATION OF SHOW: _____

COMPANY NAME: _____ (_____) _____
(TELEPHONE #)

NUMBER ____ **OF** ____ **PIECES**

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065

SHIP TO:

NAME OF SHOW: _____ **BOOTH #:** _____

LOCATION OF SHOW: _____

COMPANY NAME: _____ (_____) _____
(TELEPHONE #)

NUMBER ____ **OF** ____ **PIECES**

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065

SHIP TO:

NAME OF SHOW: _____ **BOOTH #:** _____

LOCATION OF SHOW: _____

COMPANY NAME: _____ (_____) _____
(TELEPHONE #)

NUMBER ____ **OF** ____ **PIECES**

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