



**Midwest**  
Decorating Co. Inc.

1510 S Memorial Dr, TULSA, OK 74112-7039  
918.584-0988 Fax 918.585-9157

190901

# 2019 Tulsa State Fair

**September 26 - October 6, 2019**

**Expo Square**

**Tulsa Oklahoma**

Each 10' x 10' booth will consist of 8 foot tall back wall drape, 3 foot tall side divider drape and one 7 inch x 40 inch identification sign.

**Use the enclosed forms only if ordering additional services.**

Orders and payment for all services must reach our office no later than 12:00 noon  
Wednesday September 18, 2019

**EARLY DISCOUNT orders and payment must be received no later than  
Wednesday September 11, 2019**

Services are not rendered until payment is received in full including state and local tax at the...  
**Tax Rate of 8.517%**  
...or proof of tax-exempt status. Tax is calculated according to city and/or facility location of each event.

Purchase orders are accepted on approval only and are invoiced at the standard rate.

**PHONE ORDERS *WILL NOT* BE ACCEPTED.**

Orders may be placed by **FAX** at **918.585.9157** with the credit card and payment forms.

Visa, MasterCard, Discover, American Express and checks are accepted.  
All charges **MUST** be prepaid and Credit Card data must be on file with your order.

Advance Exhibit Freight must arrive at Midwest Decorating warehouse on or before  
**Wednesday September 18, 2019**

**Damage** to any Midwest Decorating Inc rental items will be charged to the credit card on file or invoiced directly to the address on file.

*EXHIBITIONS SERVICE CONTRACTORS*



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# Furniture Order

*Print Clearly*

**Your set up Date /Time**

**190901**

**2019 Tulsa State Fair**

**Sept. 26 - Oct. 6, 2019**

Company Name ..... Booth No. ....  
Street Address ..... City, State & Zip .....  
Ordered By (print) ..... Date .....  
Signature ..... Phone ..... Fax .....  
Email Address ..... Cell Phone .....

All equipment is on rental basis and includes delivery to your booth and removal at the close of the show.  
All material will remain the property of Midwest Decorating Company - Prices are for the duration of the show.

Quantity		DISCOUNT Rate	Standard Rate
		Through Wed. Sept.11, 2019	
<b>30" tall UNDRAPED display tables</b>			
..... 4' table .....		\$ 55.00 .....	\$ 72.00 .....
..... 6' table .....		66.00 .....	83.00 .....
..... 8' table .....		77.00 .....	94.00 .....
..... Table Leg Extensions ...set of 4 (raises table to 42" tall) .....		28.00 .....	36.00 .....

<b>30" tall DRAPED display tables ...skirted 3 sides with white vinyl top</b>			
..... 4' table .....	<b>Circle your color choice</b> (colors apply to all tables)	72.00 .....	86.00 .....
..... 6' table .....	Red - Gold - Blue - Plum - Teal - Black	83.00 .....	102.00 .....
..... 8' table .....	Burgundy - Silver - Hunter Green - Dusty Rose	91.00 .....	108.00 .....
..... Table Leg Extensions ...set of 4 (raises table to 42" tall) .....		43.00 .....	51.00 .....

**Additional Rental Items**

..... <b>Your table</b> skirted on 3 sides plus white vinyl on top .....		55.00 .....	66.00 .....
..... <b>Your table</b> skirted on 3 sides .....		44.00 .....	55.00 .....
..... Side chair .....		29.00 .....	33.00 .....
..... Arm chair .....		39.00 .....	53.00 .....
..... Bar stool .....		61.00 .....	86.00 .....
..... Waste basket .....		14.00 .....	20.00 .....
..... Sign easel .....		31.00 .....	41.00 .....

**Carpet**

..... 10 foot X 10 foot .....	<b>Circle your color choice</b> (colors apply to all carpet)	86.00 .....	124.00 .....
..... 10 foot X 20 foot .....	Burgundy - Hunter Green	170.00 .....	238.00 .....
..... 10 foot X 30 foot .....	Red - Blue - Gray	258.00 .....	357.00 .....
..... BULK carpet ...per sq. yard ( _____ ft. X _____ ft. Divided by 9 = _____ sq. yds ) .....		7.00 .....	10.00 .....
..... Carpet PAD ...per sq. yard ( _____ ft. X _____ ft. Divided by 9 = _____ sq. yds ) .....		5.00 .....	8.00 .....
..... Visqueen ...per sq. yard ( _____ ft. X _____ ft. Divided by 9 = _____ sq. yds ) .....		2.00 .....	3.00 .....

**All charges MUST be prepaid and Credit Card must be on file with this order.**  
Make check payable to Midwest Decorating Company Inc.  
Prepaid Order **Must Be Received** by the date listed for discount.  
Items cancelled after move-in begins will be charged 100% of original cost.

EXHIBITION SERVICE CONTRACTORS

<b>Sub Total</b>	\$ _____
<b>8.517 % Tax</b>	\$ _____
<b>Total Due</b>	\$ _____

**PAYMENT: Refer to "Payment Data" form**



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# Miscellaneous Items

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 Email Address ..... Cell Phone .....

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Quantity		DISCOUNT Rate	Standard Rate
		Through ...Wed. Sept. 11, 2019	
<b>Hard-wall Fabric Panels</b>			
.....	Vertical Panels 4ft wide x 8ft tall	\$ 83.00 .....	\$ 105.00 .....
.....	Horizontal Panels 4ft tall x 8ft wide	94.00 .....	116.00 .....

**Additional Drape per foot**

<input type="checkbox"/>	Feet of 8 foot tall drape	5.00 per foot .....	7.00 per foot .....
<b>Circle your color choice</b> (colors apply to 3' & 8' tall drape) Red - Gold - Blue - Plum - Teal - Black Burgundy - Silver - Hunter Green - Kelly Green - Dusty Rose			
<input type="checkbox"/>	Feet of 3 foot tall drape	5.00 per foot .....	7.00 per foot .....

**Specialty Items**

.....	Ticket Tumbler	58.00 .....	72.00 .....
.....	Ballot Box	44.00 .....	56.00 .....
.....	Chrome Stanchion	39.00 .....	51.00 .....
.....	Velour Rope for Chrome Stanchion	39.00 .....	51.00 .....

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<b>Sub Total</b>	\$	_____
<b>8.517 % Tax</b>	\$	_____
<b>Total Due</b>	\$	_____

EXHIBITION SERVICE CONTRACTORS

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# Cleaning Service Order

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 Signature ..... Phone ..... Fax .....  
 Email Address ..... Cell Phone .....

The association and exhibit hall do not provide cleaning service inside your booth space. The building maintenance crew will clean carpet or concrete floors in the aisles only. If you desire cleaning in your booth please specify by filling out the following information.

The Cleaning Rate is **\$0.33 per square foot** for each cleaning.  
*This rate includes vacuuming of your booth and emptying of wastebaskets.*

**Daily Cleaning**

**One Time Cleaning Only**

Day of Week	Date
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Sq. Footage of Booth	X	\$0.33 per sq. foot	X	Number of Days	=	\$ Total
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\$33.00 minimum per day

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# I&D Labor / Forklift Order

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**Sept. 26 - Oct. 6, 2019**

Company Name ..... Booth No. ....  
 Street Address ..... City, State & Zip .....  
 Ordered By (print) ..... Date .....  
 Signature ..... Phone ..... Fax .....  
 Email Address ..... Cell Phone .....

## **I&D Labor**

**Straight Time**     **\$77.00** per hour     4 Hour Minimum per man     Straight time is from 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. All other hours are at the overtime rate.  
**Overtime**         **\$116.00** per hour

- Install exhibit **WITH** exhibitors' supervision. Note: exhibitor MUST check in at service desk to obtain labor.
- Install exhibit **WITHOUT** exhibitors' supervision... **Add 25%** to charges. Note: proper instruction must be given and although the utmost care will be exercised, MDC will not be responsible for any resulting damage, loss or excessive time or improper installation.

Number of Men	<b>X</b>	Hours Straight Time <b>per Man</b>	Hours Overtime <b>per Man</b>	Total Installation
			\$	
Day and Date of Labor Call			Approximate Call Time	

- Dismantle exhibit **WITH** exhibitors' supervision. Note: exhibitor MUST check in at service desk to obtain labor.
- Dismantle exhibit **WITHOUT** exhibitors' supervision... **Add 25%** to charges. Note: proper instruction must be given and although the utmost care will be exercised, MDC will not be responsible for any resulting damage, loss or excessive time or improper installation.

Number of Men	<b>X</b>	Hours Straight Time <b>per Man</b>	Hours Overtime <b>per Man</b>	Total Dismantle
			\$	
Day and Date of Labor Call			Approximate Call Time	

## **IN BOOTH Forklift Service** with Driver ...4000 lb capacity

When ordering freight moved **TO** or **FROM** your booth use the **Freight & Material Handling** form...*You must have the weight!*

**Straight Time**     **\$99.00** per hour     1/2 Hour Minimum     Forklift is not available in every public facility ...please check with show management prior to ordering forklift service.  
**Overtime**         **\$137.00** per hour

Number of Forklifts	Hours Straight Time	Hours Overtime	Total
		\$	
Day and Date of Forklift Call		Approximate Call Time	

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# Freight & Material Handling

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 Signature ..... Phone ..... Fax .....  
 Email Address ..... Cell Phone .....

	No. of Pieces	Total Weight	Rate	Total	
<b>Advance</b> shipment to warehouse			\$0.77 per pound	\$	\$44.00 minimum per shipment
Freight <b>RETURNING</b> to our warehouse for outbound shipment			\$0.27 per pound	\$	\$44.00 minimum

**Advance Shipment** *sample label*  
Must Arrive on or before **Wed. Sept. 18, 2019**

Your Company Name	Booth Number
<b>Tulsa State Fair</b> c/o Midwest Decorating Company Inc. 1510 S. Memorial Dr. Tulsa OK 74112	

**PAYMENT: Refer to "Payment Data" form**

**All charges MUST be prepaid and Credit Card must be on file with this order.**

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Make check payable to Midwest Decorating Company Inc.

- 1 - Valid weight ticket must accompany all shipments.
- 2 - Public halls and hotels are not equipped to handle or store freight prior to exhibitor move in.
- 3 - Late shipments are subject to additional handling charges.
- 4 - Our services include off-loading at our dock or public facility dock, delivery to your booth, removal and storage of empty containers during show hours, return of properly labeled containers at end of show and loading out on carriers' trucks at show site.
- 5 - All shipments should be insured by the exhibitor from the time the freight leaves the point of origin until the shipment returns to the exhibitor after the end of the event.
- 6 - Midwest Decorating Co. is not responsible for shipments left in your booth. We will ship these as your carrier arrives to load provided that your company representative has made prior arrangements to do so.
- 7 - If your carrier fails to pick up your shipment, Midwest Decorating Co. reserves the right to reroute such shipments or haul them to our warehouse pending advise from the exhibitor, who will be charged accordingly for this service. MDC will not assume liability as a result of these changes.
- 8 - Midwest Decorating will not be responsible for damage to improperly packed materials whether visible or concealed or for theft or loss of any materials.

**Freight Collect Shipments WILL NOT be received**

Midwest Decorating is not equipped to handle refrigerated or frozen shipments

All shipments must arrive with original copies of empty and laden weight tickets from a certified scales.

MIXED SHIPMENTS must have separate empty and laden weight tickets for each exhibitor within that shipment.

Material Handling Rate for moving freight AFTER it has been delivered to the booth is \$92.00 per hour straight time and \$138.00 per hour overtime... 1/2 hr minimum.



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# Pop.Up Displays

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 Email Address ..... Cell Phone .....

	Quantity	Standard Rate
<b>10 foot Full Size PopUp</b>		
92" tall Black fabric panels ...with lights	with Fabric panels .....	\$ 440.00 .....
	with Custom Graphic panels .....	\$ 1,640.00 .....
<b>8 foot Full Size PopUp</b>		
92" tall Black fabric panels ...with lights	with Fabric panels .....	\$ 385.00 .....
	with Custom Graphic panels .....	\$ 1,925.00 .....
<b>8 foot Tabletop PopUp</b>		
60" tall Black fabric panels ...with lights	with Fabric panels .....	\$ 330.00 .....
	with Custom Graphic panels .....	\$ 1,035.00 .....
<b>6 foot Tabletop PopUps</b>		
60" tall fabric panels ...with lights	with Fabric panels .....	\$ 275.00 .....
Available in Black, Royal Blue or Light Blue	with Custom Graphic panels .....	\$ 715.00 .....



Prices are for the duration of the show and include set up and dismantle. All materials remain property of Midwest Decorating and are subject to availability. Graphic prices are based on receipt of your camera ready art 10 days before completion. Artwork services are available at \$66.00 per hour rate. Rush service is available.

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<b>Sub Total</b>	\$ _____
<b>8.517 % Tax</b>	\$ _____
<b>Total Due</b>	\$ _____

EXHIBITION SERVICE CONTRACTORS

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## Payment Data

*Please Print Clearly*

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**Sept. 26 - Oct. 6, 2019**

Company Name ..... Booth No. ....  
 Street Address ..... City, State & Zip .....  
 Ordered By (print) ..... Date .....  
 Signature ..... Phone ..... Fax .....  
 Email Address ..... Cell Phone .....

**PAYMENT BY CHECK**

Make check payable to order of...  
Midwest Decorating Company, Inc.

mail to:  
1510 South Memorial  
Tulsa OK 74112

**PAYMENT BY CREDIT CARD**

Fill in information BELOW.

Services	\$ Amount
Furniture <i>(add tax below)</i>	
Miscellaneous <i>(add tax below)</i>	
Cleaning Service	
I&D Labor / Forklift...	XXXXXXXXXX
...Installation Labor	
...Dismantle Labor	
...In Booth Forklift	
Freight & Material Handling	
Pop.Up Exhibits <i>(add tax below)</i>	
Tax 8.517%	\$
<b>TOTAL</b>	<b>\$</b>

For your security this form will be shredded  
when we have completed this event

<b>Credit Card:</b> <i>circle one</i>		EXPIRES: Month. .... Year .....	
MC - Visa - AmEx - Disc	CARD No.	Security Code.....	
Name on card <i>(Print)</i>	Zip Code on card billing	Authorized Signature	