



**PEORIA FLAG
&
DECORATING CO.**
-EXHIBITION DECORATORS-

**920 E. GLEN AVENUE
PEORIA HEIGHTS, ILLINOIS 61616-5377
(309) 685-8989 * (800) 322-3946
FAX (309) 685-8537
CENTRAL ILLINOIS FLAG HEADQUARTERS**

Service we're proud of !

**2010
ILLINOIS HEALTH INFORMATION MANAGEMENT ASSOCIATION
EMBASSY SUITES HOTEL
EAST PEORIA, IL
APRIL 22ND – 23RD , 2010**

Dear Exhibitor:

Welcome to East Peoria, IL and the Embassy Suites Hotel. Peoria Flag & Decorating Co., Inc., has been named the official show decorator. This packet contains information and forms for ordering extra equipment and services. Please look over and fill out the forms needed and return early with payment.

Each 10' draped booth space will have an 8' tall draped backwall and two 3' tall side divider walls. Included in each booth space will be One 6'x24" wide x 30" tall skirted table, two padded side chairs, and an 7" x 44" ID Sign. The entire exhibit floor will be carpeted. Drape color will be **Burgundy**.

To qualify for the discount price, your order must **PREPAID** by either check or credit card authorization. Please fill out the **PAYMENT POLICY FORM** with all orders. **THE CUTOFF DATE TO RECEIVE THE DISCOUNT RATE IS WEDNESDAY APRIL 21ST , 2010, AFTER THAT DATE ALL ORDERS RECEIVED WILL BE CHARGED AT THE FULL FLOOR ORDER RATE!!**

If you are sending in freight, **PLEASE SHIP PREPAID, WE REFUSE ALL COLLECT SHIPMENTS!! ALL FREIGHT MUST ARRIVE NO LATER THAN 3:00PM ON WEDNESDAY APRIL 21ST , 2010, IF SHIPPING TO THE ADVANCE WAREHOUSE.** When sending in freight, please fill out the **FREIGHT FORM**, prior to shipping.

You may fax us your credit card orders at (309)685-8537. If you have any questions, please feel free to call us at (800)322-3946. Please review all forms carefully, fill-out the proper forms and mail early to ensure you receive the additional services you require. Thank You, and have a **GREAT SHOW!!**



920 E. GLEN AVENUE
PEORIA HEIGHTS, ILLINOIS 61616-5377
(309) 685-8989 * (800) 322-3946
FAX (309) 685-8537

DEADLINE FOR ALL FORMS BY:
APRIL 21, 2010
RETURN EITHER BY FAX OR MAIL

PAYMENT POLICY

THIS SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER!

PLEASE PRINT OR TYPE

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER FOR ANY RENTALS OR SERVICES THAT ARE TO BE PROVIDED BY PEORIA FLAG & DECORATING CO., INC. A CREDIT CARD IS REQUIRED TO BE ON FILE EVEN IF YOUR ORDER IS PAID BY CASH OR CHECK. Payment in full for all rentals and services, including applicable state and local tax, must accompany your advance orders to qualify for the **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders receive without payment, after the stated deadline date, and for your orders placed at the show site will be charged at the **STANDARD RATE**. Charges are due and payable upon presentation of invoice at the show site. Credit will be extended to customers that have approved credit applications on file with Peoria Flag & Decorating Co., Inc. Payments received within 30 days of invoice date will be **NET**. After 30 days, a service charge of 2% per month (24% per annum) will be added to the unpaid balance of the invoice until it is paid.

CREDIT CARD INFORMATION MUST BE ON FILE TO COMPLETE YOUR ORDER EVEN IF YOU ARE PAYING BY CASH OR CHECK. ANY UNPAID BALANCES WILL BE CHARGED TO THE CREDIT CARD ON FILE.

ACCOUNT #

VISA MASTER CARD AMERICAN EXPRESS DISCOVER EXPIRATION DATE: _____ V-CODE: _____

V-CODE: AM EX-FRONT OF CARD, ABOVE CREDIT #, VISA/MC/DISC-BACK OF CARD, LAST 3 DIGITS IN SIGNATURE AREA

PRINT CARD HOLDER'S NAME: _____

CARD HOLDER'S BILLING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

SIGNATURE OF CARD HOLDER: _____

PLEASE INDICATE YOUR FORM OF PAYMENT

- CREDIT CARD ON FILE** Please use the above card on file for all charges, and for all remaining balances.
- COMPANY CHECK** Check Number: _____ Please make all checks payable to **Peoria Flag & Decorating Co.**
- APPROVED HOUSE ACCOUNT** Please charge at the **STANDARD RATE** all charges to our **APPROVED** Peoria Flag & Decorating Co. House Account. We understand all terms & conditions.

PURCHASE ORDER (Please attach copy) - P.O. # _____ DATE: _____

AUTHORIZED SIGNATURE & TITLE: _____

NAME OF EVENT: **2010 ILHIMA CONFERENCE - EMBASSY SUITES HOTEL - EAST PEORIA, IL**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____
(STREET/P.O. BOX) (CITY/STATE/ZIP CODE)

ORDERED BY: _____ TITLE: _____ PHONE: (_____) _____



920 E. GLEN AVENUE
 PEORIA HEIGHTS, ILLINOIS 61616-5377
 (309) 685-8989 * (800) 322-3946
 FAX (309) 685-8537

DEADLINE FOR THIS FORM BY:
APRIL 21, 2010
 RETURN EITHER BY FAX OR MAIL

TOTAL: \$ _____

RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

RENTAL FURNITURE AND EQUIPMENT ORDER FORM

PAYMENT POLICY: Payment in full of rental charges, must accompany your **ADVANCE ORDER** to qualify for **DISCOUNT RATES**. See enclosed **PAYMENT POLICY AND BILLING AUTHORIZATION FORM** which must be signed and accompany this order form.

CANCELLATION POLICY: Items cancelled after move-in begins will be charged at 50% of original price -- Carpeting and draped table(s) at 100% of price. **COLOR/SIZE SELECTIONS:** Circle color and/or size where applicable. Choices not indicated will be selected by Peoria Flag to coordinate with show colors. **ORDERS WILL BE ENTERED AS CHECKED BELOW. CHARGES INCLUDE PLACING IN BOOTH READY FOR USE. EQUIPMENT IS ON A RENTAL BASIS ONLY. ORDERS CONFIRMED ONLY UPON REQUEST. ALL MATERIALS REMAIN IN THE PROPERTY OF PEORIA FLAG & DECORATING.**

CHAIRS	DISCOUNT RATE	STANDARD RATE	QUANTITY	TABLES 30" H x 2' W	DISCOUNT RATE	STANDARD RATE	QUANTITY
FOLDING CHAIRS	\$7.00	\$8.00		4' LONG TABLE, SKIRTED 3 SIDES	\$45.00	\$55.00	
PADDED SIDE CHAIR	\$11.00	\$16.00		6' LONG TABLE, SKIRTED 3 SIDES	\$52.00	\$57.00	
PADDED ARM CHAIR	\$13.00	\$18.00		8' LONG TABLE, SKIRTED 3 SIDES	\$58.00	\$63.00	
PADDED STOOL w/ BACK	\$15.00	\$20.00		4' LONG TABLE, NOT SKIRTED	\$19.00	\$24.00	
CARPETING				COUNTER TABLES 40" H x 2' W			
SHOW LOCATION IS <u>CARPETED</u>				4' LONG COUNTER, SKIRTED 3 SIDES			
10' x 10'	\$60.00	\$65.00		6' LONG COUNTER, SKIRTED 3 SIDES	\$60.00	\$65.00	
10 x 20'	\$120.00	\$125.00		8' LONG COUNTER, SKIRTED 3 SIDES	66.00	\$71.00	
10' x 30'	\$180.00	\$185.00		4' LONG COUNTER, NOT SKIRTED	\$24.00	\$29.00	
LENGTHS OVER 30' ...PER 10'	\$60.00	\$65.00		6' LONG COUNTER, NOT SKIRTED	\$30.00	\$35.00	
CARPET DESIRED: <input type="checkbox"/> TAY <input type="checkbox"/> BLACK <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> HUNTER				CARPET IS SHOW READY WHEN DELIVERED TO YOUR BOOTH, SEE FORM FOR ADDITIONAL VACUUMING			
ADDITIONAL DRAPE							
8' HIGH	\$3.50	\$4.00		ALL TABLES HAVE A MAXIMUM WEIGHT OF 100 lbs. PEORIA FLAG & DECORATING IS NOT LIABLE FOR ANY DAMAGES IF WEIGHT LIMIT IS EXCEEDED			
3' HIGH	\$2.00	\$2.50		SKIRT 4th SIDE OF TABLE			
PRICES PER LINEAL FOOT COLOR:				SKIRT 4th SIDE of 30" TABLE(S)			
TABLETOP RISERS				SKIRT 4th SIDE of 40" TABLE(S)			
4' L x 12" W x 10"	\$21.00	\$26.00		SKIRT COLOR DESIRED: (INCLUDES WHITE VINYL TOP COVER)			
6' L x 12" W x 10"	\$24.00	\$29.00		<input type="checkbox"/> RED <input type="checkbox"/> BLACK <input type="checkbox"/> GOLD <input type="checkbox"/> WHITE <input type="checkbox"/> SILVER <input type="checkbox"/> BURGUNDY <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> HUNTER GREEN			
ALL RISERS ARE COVERED & SKIRTED IN WHITE ONLY & ON 4 SIDES				EACH 10' BOOTH SPACE WILL CONTAIN THE FOLLOWING:			
MISCELLANEOUS EQUIPMENT				* ONE 6'X24"WIDE X 30" TALL SKIRTED TABLE * TWO PADDED SIDE CHAIRS * AN 7" X 44" ID SIGN * THE ENTIRE EXHIBIT FLOOR IS CARPETED			
WASTEBASKET	\$6.00	\$7.00					
25' (16 GA) EXTENSION CORD	\$6.00	\$8.00					
EASEL	\$10.00	\$15.00					
QUARTZ LIGHT ON 8' POLE	\$30.00	\$35.00					
ROUND PEDESTAL TABLE SKIRTED (24" W x 30" H)	\$35.00	\$40.00					
ROUND PEDESTAL TABLE SKIRTED (24" W x 40" H)	\$40.00	\$45.00					

NAME OF EVENT: **2010 ILHIMA CONFERENCE - EMBASSY SUITES HOTEL - EAST PEORIA, IL**

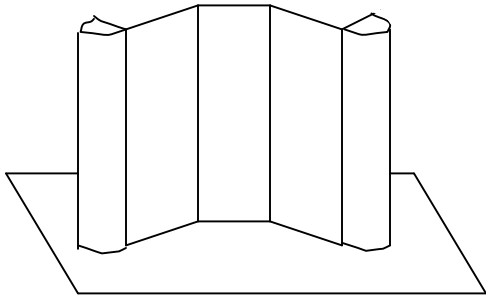
COMPANY: _____ BOOTH #: _____

ORDERED BY: _____ PHONE #: (_____) _____

PLEASE PRINT OR TYPE

DISPLAY RENTAL ORDER FORM

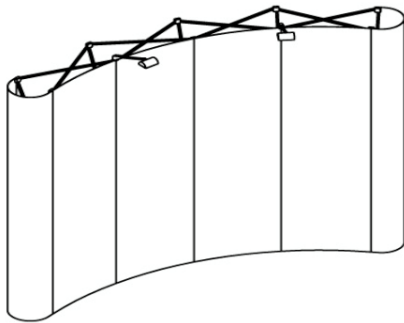
**PRICES ARE FOR THE DURATION OF ENTIRE SHOW
 PRICES ALSO INCLUDE INSTALLATION & DISMANTLE**



6' TABLETOP DISPLAY
 BLACK VELCRO COMPATIBLE FABRIC FINISH
 48" TALL

RENTAL \$200.00: _____ (QTY.)

OPTIONAL LIGHTS @ 20.00: _____ (QTY.)



10' FLOOR DISPLAY
 BLACK VELCRO COMPATIBLE FABRIC FINISH
 8' TALL WITH TWO LIGHTS.

RENTAL \$460.00: _____ (QTY.)



Literature Rack
 SILVER FINISH
 6 POCKET

RENTAL \$50.00: _____ (QTY.)



Bag Rack

Silver Finish

RENTAL \$50.00: _____ (QTY.)

**DISPLAY RENTALS MUST BE PREPAID BY CHECK OR CREDIT CARD. TO
 GUARANTEE RENTAL, THIS FORM MUST BE RETURNED BY THE ABOVE DATE!**

NAME OF EVENT: **2010 ILHIMA CONFERENCE - EMBASSY SUITES HOTEL** BOOTH # _____

COMPANY: _____

ORDERED BY: _____ PHONE #: (____) _____



920 E. GLEN AVE.
 PEORIA HEIGHTS, ILLINOIS 61616-5377
 (309) 685-8989 8 (800) 322-3946 * FAX (309) 685-8537
 Website: www.peoriaflag.com

DEADLINE FOR THIS FORM IS:
APRIL 12, 2010
 RETURN EITHER BY FAX OR MAIL

TOTAL: \$ _____

PLEASE PRINT OR TYPE

CUSTOM SIGNS & BANNERS

SIGNS & BANNERS ARE SUBJECT TO 7.5% TAX

FOUR COLOR DIGITAL SIGNS

Prices indicated bellow are based upon color printing, mounting and laminating on foamcore and/or coraplast. Signs other than sizes listed bellow will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft.

Qty.	Description	Rate	Amount
_____	11" x 14".....	\$30.00.....	\$ _____
_____	14" x 22".....	\$40.00.....	\$ _____
_____	14" x 44".....	\$55.00.....	\$ _____
_____	22" x 28".....	\$55.00.....	\$ _____
_____	24" x 36".....	\$65.00.....	\$ _____
_____	30" x 42".....	\$79.00.....	\$ _____
_____	Vinyl Banner w/grommets.....	\$6.00/SQ. FT.....	\$ _____

Above Prices Subject to 7.5% Tax

Pictures, emblems, trademarks, logos, special style lettering, etc are inclusive of the above prices if provided in digital format. Please provide pictures in high resolution .jpeg or .tiff. Logos, special lettering, emblems, ect. Must be provided in PC vector artwork such as .ai (Adobe Illustrator) or .eps format in outline form **NO EXCEPTIONS.** If you have any questions about formats, please call and ask for John.

Vertical Horizontal

 Draw a sketch in the space bellow or on the back of this page. Indicate colors and fonts.

NAME OF EVENT: 2010 ILHIMA CONFERENCE – EMBASSY SUITES HOTEL – EAST PEORIA, IL Booth # _____

COMPANY NAME: _____

ORDERED BY: _____ PHONE # : (_____) _____

E-MAIL: _____



920 E. GLEN AVENUE
 PEORIA HEIGHTS, ILLINOIS 61616-5377
 (309) 685-8989 * (800) 322-3946
 FAX (309) 685-8537

DEADLINE FOR ALL FORMS BY:
APRIL 21, 2010
 RETURN EITHER BY FAX OR MAIL
 TOTAL \$ _____

ELECTRICAL IS NON-TAXABLE

ELECTRICAL ORDER FORM

PLEASE PRINT OR TYPE

STANDARD 100V 20AMP (2 PLUG OUTLET)	DISCOUNT RATE	STANDARD RATE
	\$35.00	\$45.00

**FOR SPECIAL HOOKUPS PLEASE CALL 1-800-322-3946 OR 309-685-8989
 WE WILL QUOTE YOU ON A SPECIAL HOOKUP CHARGE
 SPECIAL HOOKUPS MUST BE ORDERED IN ADVANCE!
 THERE WILL BE NO FLOOR ORDERS FOR SPECIAL HOOKUPS!**

QUANTITY OF 110V 20AMP OUTLETS:

_____ x \$35.00 = \$ _____

CONDITIONS & SAFETY REGULATIONS

1. ALL EQUIPMENT, REGARDLESS OF SOURCE OF POWER, MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY CODES.
2. ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT VOLTAGE, PHASE, CYCLE, HORSEPOWER, ETC.
3. ORDER SUFFICIENT OUTLETS TO COVER YOUR NEEDS.
4. OUTLETS WILL BE LOCATED IN THE REAR OF BOOTH, HAVE PROPER CORDS FOR CONNECTION TO OUTLET.
5. PRICES ON SPECIAL REQUIREMENTS WILL BE HANDLED ON A TIME AND MATERIAL BASIS.

NAME OF EVENT: **2010 ILHIMA CONFERENCE - EMBASSY SUITES HOTEL - EAST PEORIA, IL**

COMPANY: _____ BOOTH NO. _____

ORDERED BY: _____ PHONE: (_____) _____



920 E. GLEN AVENUE
 PEORIA HEIGHTS, ILLINOIS 61616-5377
 (309) 685-8989 * (800) 322-3946
 FAX (309) 685-8537

DEADLINE FOR ALL FORMS BY:
APRIL 21, 2010
RETURN EITHER BY FAX OR MAIL
TOTAL \$ _____

FREIGHT IS NON-TAXABLE

FREIGHT HANDLING ORDER FORM

PLEASE PRINT OR TYPE

PEORIA FLAG & DECORATING CO., INC. HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail or fax this form and your advance payment to the order processing address or fax number noted above as soon as possible. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
2. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!

Up to 30-Days Prior - ADVANCE SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR and BOOTH NUMBER)
 For: NAME OF SHOW
 C/O PEORIA FLAG & DECORATING CO., INC.
 920 E. GLEN AVENUE.
 PEORIA HEIGHTS, IL 61616-5377

DIRECT TO SHOW SITE SHIPPING ADDRESS
 To: (NAME OF EXHIBITOR and BOOTH NUMBER)
 For: NAME OF SHOW
 C/O PEORIA FLAG & DECORATING CO., INC.
 EMBASSY SUITES HOTEL
 100 CONFERENCE CENTER DRIVE
 EAST PEORIA, IL 61611

ADVANCE TO WAREHOUSE MUST BE RECEIVED BEFORE
(3:00PM WEDNESDAY APRIL 21, 2010)

DIRECT TO SHOW SITE CANNOT ARRIVE PRIOR TO
(8:00AM THURSDAY APRIL 22, 2010)

INBOUND SHIPPING INFO - PRIOR TO EXHIBIT: (CHECK ONE) _____ TO WAREHOUSE _____ TO SHOW SITE

SHIPPED VIA: _____ PRO# _____

DATE SHIPPED: _____ ESTIMATED ARRIVAL DATE: _____

DESCRIPTION OF SHIPMENT:

of CRATES: _____ # of DISPLAY CASES: _____ # of CARTONS: _____ # of SKIDS: _____
 TOTAL # PIECES: _____ TOTAL WEIGHT: _____

OUTBOUND SHIPPING INSTRUCTIONS - AT CLOSE OF EXHIBIT

SHIP TO: _____
 ATTENTION: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____ PHONE: (_____) _____

SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)

___ MOTOR FREIGHT (name) _____ VAN LINE (name) _____

___ UPS: ___ GROUND ___ BLUE LABEL (2nd DAY AIR) ___ RED LABEL (NEXT DAY AIR) - UPS ACCOUNT # _____

___ FED EX - ACCOUNT #: _____

___ OTHER AIR CARRIER (name) _____ OTHER AIR CARRIER ACCOUNT #: _____

If you have not designated a motor freight company, Peoria Flag & Decorating Co., Inc. will select a carrier. Peoria Flag will load out your shipments when your carrier arrives. Peoria Flag cannot be held responsible for unattended or non-prearranged freights left on the show floor. **ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. PEORIA FLAG & DECORATING CO., INC. WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!**

THIRD PARTY BILLING - IF FREIGHT CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE FOLLOWING INFORMATION MUST BE FILLED OUT.

NOTE: YOUR COMPANY MUST HAVE AN ESTABLISHED ACCOUNT WITH DESIRED CARRIER OR SHIPMENTS WILL ARRIVE COLLECT
 COMPANY NAME: _____
 BILLING ADDRESS: _____
 CITY/STATE/ZIP: _____ PHONE: (_____) _____
 PAYMENT GUARANTEED BY: (print) _____
 SIGNATURE: _____ DATE: _____

*****SEE REVERSE SIDE FOR RATES AND ADDITIONAL INFORMATION*****

NAME OF EVENT: **2010 ILHIMA CONFERENCE - EMBASSY SUITES HOTEL - EAST PEORIA, IL**
 COMPANY: _____ BOOTH NO. _____

ORDERED BY: _____ PHONE: (_____) _____

MATERIAL HANDLING RATE SCHEDULES	ROUND TRIP IN AND OUT (100 lb MINIMUM) ***PER SHIPMENT
<p><u>AT WAREHOUSE (3:00PM WEDNESDAY APRIL 21, 2010)</u></p> <p>SHIPMENTS RECEIVED AND STORED 30 DAYS IN ADVANCE AND DELIVERED TO BOOTH, REMOVAL AND RETURN OF EMPTY CRATE, HANDLING OF OUTBOUND SHIPMENT TO CARRIER, PER SHIPMENT**:</p>	<p>\$40.00 PER CWT (100 lb Minimum)</p>
<p><u>AT SHOW SITE (8:00AM THURSDAY APRIL 22, 2010)</u></p> <p>SHIPMENTS RECEIVED AT EXHIBIT FACILITY AND DELIVERED TO YOUR BOOTH, REMOVAL AND RETURN OF EMPTY CRATES, HANDLING OF OUTBOUND SHIPMENT TO CARRIER, PER SHIPMENT**:</p>	<p>\$35.00 PER CWT (100 lb (Minimum))</p>
<p><u>SMALL PACKAGES</u></p> <p>A \$25.00 FLAT FEE WILL BE APPLIED TO THE RECEIVING AND DELIVERING OF SINGLE SMALL PACKAGES (under 20 lbs)</p>	<p>\$25.00 each</p>

PER CWT = PER 100 LBS.; 100 LB. MINIMUM

GENERAL INFORMATION & LIMITS OF LIABILITY

1. Rates quoted above apply on each shipment received, based on inbound weight and are based on a 100 lb. minimum charge per shipment whether received at the warehouse or at the show sit. No allowance will be made for attrition during the event.
2. Shipments must be consigned to Peoria Flag & Decorating Co., Inc., as the convention site does not have the facilities to receive such shipments and will refuse them.
3. Peoria Flag & Decorating Co., Inc. will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will Peoria Flag & Decorating be responsible for concealed damage to exhibit material. Peoria Flag & Decorating's limit of liability will be \$0.30 per lb. per article with a maximum of \$50.00 per article.
4. It is the Exhibitor's sole responsibility to label each piece of outbound shipment and submit to Peoria Flag & Decorating Co., Inc. a completed bill of lading.
5. Exhibitor routings on outbound shipments will be honored when possible, however the right is reserved to reroute any outbound shipment not picked up within allotted move-out period by Exhibitor's specified carrier. Exhibitor must arrange for special carrier. Exhibitor material remaining after the move-out period without forwarding instructions will be forwarded to the permanent address of the Exhibitor or his agent, freight collect, and no liability of any nature shall attach to Exhibit Management or to Peoria Flag & Decorating Co., Inc. In any event, Peoria Flag & Decorating will not be liable for exhibit materials abandoned at the exhibit site.
6. Be sure to empty all materials from crates or boxes before labeling them with an empty sticker. Empty labels will available at the Peoria Flag & Decorating service center.

INSURANCE

Peoria Flag & Decorating Co., Inc. and its agents, will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, nor prior to taking physical count and possession in preparation to moving such material. Therefore, please make certain all your material is properly insured against "ALL RISKS" while in transit to and from your point of origin, to and from your booth and for the duration of the exhibition.

**ADVANCE TO
WAREHOUSE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2010 ILHIMA CONFERENCE

**C/O: Peoria Flag & Decorating Co.
920 E. Glen Ave.
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,
But must arrive by 3:00 pm on APRIL 21, 2010

**ADVANCE TO
WAREHOUSE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2010 ILHIMA CONFERENCE

**C/O: Peoria Flag & Decorating Co.
920 E. Glen Ave.
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,
But must arrive by 3:00 pm on APRIL 21, 2010.

**ADVANCE TO
WAREHOUSE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2010 ILHIMA CONFERENCE

**C/O: Peoria Flag & Decorating Co.
920 E. Glen Ave.
Peoria Heights, IL 61616**

Advanced shipments may be shipped up to 30 Days in advance,
But must arrive by 3:00 pm on APRIL 21, 2010.

**DIRECT TO
SHOWSITE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2010 ILHIMA CONFERENCE

C/O: Peoria Flag & Decorating Co.
EMBASSY SUITES HOTEL
100 CONFERENCE CENTER DRIVE
EAST PEORIA, IL 61611

Direct shipments will be refused prior to move-in and CANNOT
Arrive before 8:00 am on APRIL 22, 2010.

**DIRRECT TO
SHOWSITE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2010 ILHIMA CONFERENCE

C/O: Peoria Flag & Decorating Co.
EMBASSY SUITES HOTEL
100 CONFERENCE CENTER DRIVE
EAST PEORIA, IL 61611

Direct shipments will be refused prior to move-in and CANNOT
Arrive before 8:00 am on APRIL 22, 2010.

**DIRECT TO
SHOWSITE**

EXHIBITOR NAME: _____

BOOTH #: _____

Ship To: 2010 ILHIMA CONFERENCE

C/O: Peoria Flag & Decorating Co.
EMBASSY SUITES HOTEL
100 CONFERENCE CENTER DRIVE
EAST PEORIA, IL 61611

Direct shipments will be refused prior to move-in and CANNOT
Arrive before 8:00 am on APRIL 22, 2010.



920 E. GLEN AVE.
 PEORIA HEIGHTS, ILLINOIS 61616-5377
 (309) 685-8989 8 (800) 322-3946 * FAX (309) 685-8537
 Website: www.peoriaflag.com

DEADLINE FOR THIS FORM IS:
APRIL 21, 2010
 RETURN EITHER BY FAX OR MAIL
 TOTAL: \$ _____

PLEASE PRINT OR TYPE

DISPLAY INSTALLATION ORDER FORM

LABOR IS NON-TAXABLE

RATES:

STRAIGHT TIME...\$50.00 per man hour
 8:00 a.m. to 5:00 p.m.
 MONDAY through FRIDAY

OVERTIME...\$70.00 per man hour
 5:00 p.m. to 8:00 a.m.
 ALL DAY SATURDAY and SUNDAY

ONE HOUR MINIMUM PER PERSON

	NO. of PEOPLE	DATE	TIME*	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	ESTIMATED COST
LABOR TO SET UP							
LABOR TO DISMANTLE							

PLEASE INDICATE SERVICE DESIRED (CHECK ONE)

PEORIA FLAG & DECORATING CO., INC. SUPERVISION:

Peoria Flag & Decorating Co., Inc. personnel can supervise the installation and dismantling of your display. This will be in all cases when you will not have the personnel present to supervise. The charge for this service shall be 25% of the total labor bill, with a \$25.00 minimum.

IN ORDER TO COMPLETE THE INSTALLATION/DISMANTLING OF YOUR DISPLAY WITHOUT YOUR REPRESENTATIVE PRESENT, WE MUST HAVE THE INFORMATION LISTED BELOW COMPLETED: (CHECK ALL THAT APPLY)

SELF-CONTAINED UNIT

SET-UP PLANS ATTACHED

NO. OF CRATES: _____

SET-UP PLANS IN CRATE # _____

EXHIBITOR SUPERVISION:

* Start time will be guaranteed only where labor is ordered for the start of the work day (8:00 a.m. unless official set-up time begins later), since the time for completion of earlier jobs is approximate.

It is important that the Exhibitor's show site representative checks in at the service desk to pick up the laborers. Upon completion of the work, it is important for the Exhibitor to sign the laborers out at the service desk.

NOTE: IF THE EXHIBITOR FAILS TO PICK UP THE LABORERS AT THE TIME ORDERED, A ONE HOUR PER MAN NO-SHOW WILL BE APPLIED.

ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR!

**PLEASE FILL OUT THIS FORM IN ADVANCE FOR THE MOST EFFICIENT PROCESSING OF YOUR LABOR ORDER!
 THERE ARE NO LABOR RESTRICTIONS, THIS IS JUST AN ADDITIONAL SERVICE OFFERED IF NEEDED.**

NAME OF EVENT: 2010 ILHIMA CONFERENCE – EMBASSY SUITES HOTEL – EAST PEORIA, IL

COMPANY NAME: _____ BOOTH # _____

ORDERED BY: _____ PHONE (_____) _____