

**AAYS CONVENTION SERVICE**

811 W. EDISON RD. MISHAWAKA, IN 46545 PHONE (574)256-1110 FAX (574)256-5907

**EXHIBIT FURNITURE RENTAL ORDER FORM**

Deadline for return of this form: **MAY 9, 2011**

**CANCELLATION:** Cancellation after deadline will be charged at 50% of prevailing rate.

**LATE REQUEST:** Request for deadline will be filled as available at the standard rate.

**COLOR / SIZE:** Choices not indicated will be selected by AAYS CONVENTION SERVICE to coordinate with show colors.

<i>QUANTITY</i>	<i>ADVANCE ORDER</i>	<i>FLOOR ORDER</i>
<b><u>CHAIRS: CIRCLE</u></b>		
_____ Samsonite Chairs: Black or White	\$ 7.00 _____	\$ 10.00 _____
_____ Padded Stack Chairs: Black or Burgundy	\$ 30.25 _____	\$ 37.75 _____
_____ Stool – Padded w/Back	\$ 29.75 _____	\$ 37.25 _____

<b><u>TABLES</u></b>		
_____ 4' Long Table – Skirted 3 Sides	\$ 51.50 _____	\$ 64.00 _____
_____ 6' Long Table – Skirted 3 Sides	\$ 65.75 _____	\$ 81.75 _____
_____ 8' Long Table – Skirted 3 Sides	\$ 79.75 _____	\$ 99.75 _____
_____ 4 <sup>th</sup> Side Skirted (ADDITIONAL) all sizes	\$ 26.75 _____	\$ 33.25 _____
_____ 4' Long Table NOT Skirted	\$ 19.00 _____	\$ 22.25 _____
_____ 6' Long Table NOT Skirted	\$ 25.25 _____	\$ 31.75 _____
_____ 8' Long Table NOT Skirted	\$ 35.00 _____	\$ 40.00 _____
_____ 4' Long Counter High Table Skirted 3 Sides	\$ 65.75 _____	\$ 81.75 _____
_____ 6' Long Counter High Table Skirted 3 Sides	\$ 79.75 _____	\$ 99.75 _____
_____ 8' Long Counter High Table Skirted 3 Sides	\$ 94.00 _____	\$ 117.25 _____
_____ 4 <sup>th</sup> Side Skirted (ADDITIONAL) all sizes	\$ 35.75 _____	\$ 44.25 _____
_____ 4' Long Counter High Table NOT Skirted	\$ 24.25 _____	\$ 31.75 _____
_____ 6' Long Counter High Table NOT Skirted	\$ 32.75 _____	\$ 40.50 _____
_____ 8' Long Counter High Table NOT Skirted	\$ 35.75 _____	\$ 44.25 _____
_____ Pedestal Table-30" Diameter & 30" High	\$ 54.25 _____	\$ 67.75 _____
_____ Pedestal Table-36" Diameter & 30" High	\$ 59.75 _____	\$ 74.75 _____
_____ Pedestal Table-36" Diameter & 40" High	\$ 65.75 _____	\$ 82.25 _____

Circle Skirting Color (Includes Top Covered in White Plastic): BEIGE, BLACK, BLUE, BURGUNDY, GOLD, GRAY, RED, WHITE

<b><u>MISCELLANEOUS</u></b>		
_____ Waste Basket	\$ 8.75 _____	\$ 10.90 _____
_____ Easel-Tripod	\$ 25.00 _____	\$ 35.00 _____
_____ Miscellaneous	\$ _____	\$ _____

Amex, Discover, MasterCard, Visa # _____	SUB TOTAL	\$ _____
Ex Date: _____ 3-Digit Security Code _____ Check # _____	7% SALES TAX	\$ _____
<b>**IN ORDER TO USE THE CASH ADVANCE PRICES SHOWN, YOU MUST</b>		
PAY THE TOTAL DUE PRIOR TO ORDER DEADLINE: <b>MAY 9, 2011</b>	TOTAL DUE	\$ _____

NAME OF TRADE SHOW: IASBO SHOW 2011 GRAND WAYNE CENTER, FT WAYNE, IN BOOTH # \_\_\_\_\_

FIRM NAME: \_\_\_\_\_ PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: ( \_\_\_\_\_ ) \_\_\_\_\_  
STREET CITY STATE ZIP

PRINT/TYPE NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# AAY'S CONVENTION SERVICE

811 W. Edison Rd., Mishawaka, IN 46545 Phone: (574) 256-1110 Fax: (574) 256-5907

## DRAYAGE ORDER FORM

Deadline for return of this form is: May 4, 2011

### INSTRUCTIONS:

- 1.) Mail this form with advance payment or fax to: (574) 256-5907
- 2.) All shipments must be identified with booth number on shipping label
- 3.) All shipments must be pre-paid (COLLECT SHIPMENTS WILL NOT BE ACCEPTED)
- 4.) All advance warehouse shipments must arrive before 05/04/11
- 5.) All inbound shipments direct to event site must arrive on 05/09/10 before 4:00 p.m.
- 6.) All charges for freight services in accordance with rate schedule below are due in advance
- 7.) All shipping questions call: ROADWAY EXPRESS at 800-531-EXPO or visit their website at [www.roadway.com](http://www.roadway.com)
- 8.) For all Drayage questions call: AAY'S CONVENTION SERVICES at (574) 256-1110

### ADVANCED RECEIVING

Label each piece of your shipment as follows:

C/O AAY'S CONVENTION SERVICES:

Aay's Convention Services  
 811 W. Edison Rd  
 Mishawaka, IN 46545  
 Event: IASBO CONFERENCE  
 Booth # \_\_\_\_\_

MUST ARRIVE BEFORE 05/04/11

each 100 lbs. or fractions thereof and based on the actual estimated INBOUND weight. No allowance will be made for alterations during the event. NO cumulative weight will be allowed on minimums, split shipments, etc.

- 1.) Shipments received in advance at warehouse, unloaded, stored for 30 days or less, delivered to exhibitors booths, stored at event, returned to booth, shipment picked up at the booth at the closing of the convention and moved to the loading dock at \$55.00 per cwt (100 lbs. or fractions) (200 lbs. per shipment minimum)
- 2.) Enclosed in Show kit are bills of lading
- 3.) Shipments received at event site facility, unloaded from exhibitor or carrier, delivered to exhibitors booth, stored at event, returned to booth. Shipment is picked up at close of the convention and moved to loading dock. At \$60.00 per cwt. (100 lbs. or fractions) (200 lbs. per shipment minimum)

### DRAYAGE SERVICE COST FOR ADVANCE PAYMENT

Enter estimated total pounds of your shipment by rounding up each total shipment weight to the next 100 pounds. Any shipment with a total weight of 200 pounds or less should be calculated at 200 pounds minimum.

#### ADVANCED WAREHOUSE SHIPMENTS:

Total combined weight of all shipments (round up) divided by 100 lbs. = \_\_\_\_\_ TTL cwt. X \$55.00 per cwt. = Total \$ \_\_\_\_\_

#### DIRECT TO EVENT SITE:

Total combined weight of all shipments (round up) divided by 100 lbs. = \_\_\_\_\_ TTL cwt. X \$60.00 per cwt. = Total \$ \_\_\_\_\_

EVENT: INDIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (IASBO) BOOTH # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PAYMENT (CHECK ONE):  MASTERCARD  VISA CHECK/CARD# \_\_\_\_\_

DISCOVER  AMERICAN EXPRESS

EXP. DATE: \_\_\_\_\_ V# \_\_\_\_\_

## FLORAL & FOLIAGE RENTAL ORDER FORM

Please Return To:

AAY'S CONVENTION SERVICE  
 811 W. Edison Road  
 Mishawaka, IN 46545  
 Phone (574) 256-1110  
 Fax: (574) 256-5907

**Deadline for Return of Form: MAY 9, 2011**

**Cancellations/Late Requests: Cancellation after deadline will result in a 75% cancellation fee. Floral orders are pre-order only. Floral orders will not be available the day of the show. Choices not indicated will be selected by AAY'S to coordinate with show colors and booth size.**

### POTTED PLANTS

Quantity	Plant Selection	Advanced Order	Total
	Azalea Plant (Assorted Colors)	\$ 44.00	\$
	Chrysanthemum Plants (Assorted Colors)	\$ 42.00	\$
	Boston Fern Plants (Rental Only)	\$ 42.00	\$

### TROPICAL GREEN PLANTS

Quantity	Plant Selection	Advanced Order	Total
	3-4 ft. Live Foliage Plant (Rental Only)	\$ 65.00	\$
	5-6 ft. Live Foliage Plant (Rental Only)	\$ 88.00	\$
	7-8 ft. Live Foliage Plant (Rental Only)	\$112.00	\$

### FRESH FLORAL ARRANGEMENT

PRICE RANGE

DESIRED PRICE

Quantity

Floral Options

\$80.00 - \$350.00

Vase Design / Tray Design  
 All Around / One Sided  
 Tall / Low

(Please Circle Preference Above)

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**Sub Total:**  
**7% IN Sales Tax:**  
**Grand Total:**


### EVENT DETAILS:

Event Name: INDIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS 2011 (IASBO)

Firm Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_