



SERVICE CONTRACTOR

p.o. box 76559 • oklahoma city, ok 73147
tel: 405.317.7309 • 405.755.3333 • fax: 405.948-6108
• e-mail: tradeshow@nrha.com

GENERAL INFORMATION

Eventures, Inc. 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

2018 NRHA Futurity Trade Show

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.

If you need additional assistance, please contact Callie, at Eventures, at the phone number or email address above, as she will be happy to assist you.

- **PLEASE NOTE: THE SHOW OFFICE WILL NOT ACCEPT ANY DELIVERIES, NOR WILL THE NRHA OFFICE. ALL PACKAGES MUST BE DELIVERED TO ROOM 4 OF THE JIM NORICK ARENA.**

SHOW INFORMATION

Exhibitor Move-In:

Tuesday, November 20, 2018 9:00 am – 6:00 pm (Pre-Approved Spaces Only)
Wednesday, November 21, 2018 9:00 am – 6:00 pm (All Locations)

Exhibitor Move-Out:

Saturday, December 1, 2018 at the conclusion of the event through
Sunday, December 2, 2018 9:00 am until 12:00 pm

Booth Furnishings:

- Booth Drapes: Provided Upon Request
- Requests must be made by November 14th to tradeshow@nrha.com

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:

Electricity is not handled through Eventures.

To order services, please refer to the NRHA Electrical Services Order form which is available on the NRHA website—<http://nrha1.com>

Mailing Address: p.o. box 76559 • oklahoma city, ok 73147
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FREIGHT HANDLING INSTRUCTIONS

2018 - NRHA Futurity Trade Show-SPONSORS ONLY

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

- Please **do not mail exhibits to the meeting site or convention center**, 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, Inc.

ALL FREIGHT SHIPMENTS MUST BE SENT TO:

EVENTURES, INC.
ATTN: NRHA Futurity
340 S. Vermont AVENUE, Suite # 135
Oklahoma City, OK 73108
Phone: 405.755.3333

ALL FREIGHT MUST ARRIVE NO LATER THAN **Friday, November 16, 2018**

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

- **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 Monday, December 3, 2018 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.

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Deadline Date: Wednesday, November 14, 2018

Booth number: _____

FREIGHT HANDLING FORM
2018 NRHA Futurity Trade Show—SPONSORS ONLY

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: _____

of Packages _____

FREIGHT HANDLING CHARGES (Sponsor Pricing)

Inbound Charge
• up to 50 lbs. \$55.00 (\$27.50)
• 51 to 100 lbs. \$100.00 (\$50.00)
• 101 to 200 lbs. \$150.00 (\$75.00)
• 201 to 300 lbs. \$200.00 (\$100.00)
• 301 to 400 lbs. \$250.00 (\$125.00)
• 401 to 500 lbs. \$350.00 (\$175.00)
• over 500 lbs. \$1.00 (\$0.50) per lb
Outbound Charge
• Same as above

SUMMARY: BOOTH #

Inbound Handling Charge \$ _____
Outbound Handling Charge \$ _____
Tax 8.375% \$ _____
5% Handling Fee \$ _____
TOTAL \$ _____

PAYMENT METHOD:

Check Amount \$ _____ Check Number _____

Credit Card: MasterCard ____ Visa ____ American Express ____

Cardholder Name: _____

Credit Card Number: _____ Expiration Date _____

Cardholder Signature: _____

Company Name: _____ Contact: _____

Address: _____ City, State, Zip _____

Email: _____

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Booth number: _____

ADDITIONAL BOOTH FURNISHINGS
2018 NRHA Futurity Trade Show—SPONSORS ONLY

QUANTITY:

Tables: Plain / No Drapes or Covers

_____ 4' Table
_____ 6' Table
_____ 8' Table
_____ Elevated Table

Draped Tables: (includes plastic top, convention skirt on 3 sides)

_____ 4' Table
_____ 6' Table
_____ 8' Table
_____ Draped Table (42" high)

Chairs/Signs:

_____ Folding-Plastic Chair
_____ Folding-Padded Chair
_____ Metal, Arm Office Chair
_____ Hi Back, Rolling Exec Chair
_____ Stool, Wooden Bar
_____ Easel, Chrome
_____ 10' X 10' Carpet
_____ 8' Pipe & Drape, 10'
_____ 12' Pipe & Drape, 10'
_____ OTHER Needs Not Listed

Decorations

_____ Theme Props, Greenery & Floral, Lighting, Props - Call for Quote

Additional Requests _____

ADDITIONAL BOOTH FURNISHING CHARGES

- Additional Booth Furnishing charges (As previously agreed upon by NRHA) will be paid by NRHA.
- Requests will be evaluated and approved by NRHA prior to the time of the show.
- Credit Card info must still be provided by the Vendor in case of damages.

PAYMENT METHOD:

(Card will only be charged in case of damages)

Check Amount: \$ _____ Check Number _____

Credit Card: MasterCard ____ Visa ____ American Express ____

Cardholder Name: _____

Credit Card Number: _____ Expiration Date: _____

Cardholder Signature: _____

Company Name: _____ Contact: _____

Address: _____ City, State, Zip _____

Email : _____

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LABOR ASSISTANCE
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- 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 \$35.00/hour per Laborer (8:00am- 5:00pm, Monday-Friday)

Overtime \$70.00/hour per Laborer (before 8:00am - after 5:00pm, Monday – Friday
AND all day Saturday & Sunday)

Day of Move-In \$50.00 / hour per Laborer (Exhibitor Move-In Hours)

Additional Requests _____

SUMMARY: BOOTH #

Regular Time Labor Charges	\$ _____
Overtime Labor Charges	\$ _____
Tax 8.375%	\$ _____
<u>5% Handling Fee</u>	\$ _____
TOTAL	\$ _____

PAYMENT METHOD:

Check Amount: \$ _____ Check Number _____

Credit Card: MasterCard ___ Visa ___ American Express ___

Cardholder Name: _____

Credit Card Number: _____ Expiration Date: _____

Cardholder Signature: _____

Company Name: _____ Contact: _____

Address: _____ City, State, Zip: _____

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