



SERVICE CONTRACTOR

Eventures, Inc. – **Contact Tradeshow**
p.o. box 76559 • oklahoma city, ok 73147
tel: **405.755.3333** • fax: 405.948-6108
• e-mail: tradeshow@eventures-inc.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

2020 - 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 the [Tradeshow Office, 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.**

SHOW INFORMATION

Exhibitor Move-In:

Tuesday, November 24, 2020 -9:00 am – 6:00 pm (Pre-Approved Spaces Only)
Wednesday, November 25, 2020 -9:00 am – 6:00 pm (All Locations)

Exhibitor Move-Out:

Sunday, December 6, 2020 at the conclusion of the event until Midnight

Booth Furnishings:

- Booth Drapes: Provided Upon Request
- Requests must be made by Wednesday, November 11th to tradeshow@eventures-inc.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://nrhafuturity.com/>

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

2020 - NRHA Futurity Trade Show

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 20, 2020**

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

- **Boxes will only be picked up from those companies who have turned in their freight handling form, indicating outbound handling.**
- **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 7, 2020 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 11, 2020

Booth number: _____

FREIGHT HANDLING FORM 2020 - NRHA Futurity Trade Show

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

Inbound Charge

- up to 50 lbs. \$ 55.50
- 51 to 100 lbs. \$100.50
- 101 to 200 lbs. \$150.50
- 201 to 300 lbs. \$200.50
- 301 to 400 lbs. \$250.50
- 401 to 500 lbs. \$350.50
- over 500 lbs. \$ 1.05 per lb.

Outbound Charge

- Same as above

SUMMARY: BOOTH

Inbound Handling Charge	\$ _____
Outbound Handling Charge	\$ _____
Tax 8.625%	\$ _____
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: _____

Please Charge This Card on File: (Signature) _____

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Deadline Date: Wednesday, November 11, 2020

Booth number: _____

ADDITIONAL BOOTH FURNISHINGS 2020 - NRHA Futurity Trade Show

QUANTITY		Up to 2-WEEKS PRIOR	1-WEEK PRIOR (June 5, 2020)	DAY OF SETUP
Tables: Plain / No Drapes or Covers				
_____	4' Table	40.50	45.50	70.50 + Delivery
_____	6' Table	45.50	50.50	80.50 + Delivery
_____	8' Table	50.00	55.50	90.50 + Delivery
_____	Elevated Table	75.50	88.50	130.50 + Delivery
Draped Tables: (includes plastic top, convention skirt on 3 sides)				
_____	4' Table	81.50	86.50	105.50 + Delivery
_____	6' Table	109.50	114.50	130.50 + Delivery
_____	8' Table	112.00	117.00	135.50 + Delivery
_____	Draped Table (42" high)	117.00	127.50	162.50 + Delivery
Chairs/Signs:				
_____	Folding-Plastic Chair	10.50	15.50	24.00 + Delivery
_____	Folding-Padded Chair	15.50	20.50	30.50 + Delivery
_____	Metal, Arm Office Chair	30.50	35.50	40.50 + Delivery
_____	Hi Back, Rolling Exec Chair	75.50	80.50	85.50 + Delivery
_____	Stool, Wooden Bar	40.50	45.50	50.50 + Delivery
_____	Stool, Padded Wooden Bar	40.50	45.50	50.50 + Delivery
_____	Easel, Chrome	43.00	48.00	58.00 + Delivery
_____	10' X 10' Carpet	215.50	225.50	250.50 + Delivery
_____	8' Tall x 10' Wide Pipe & Drape	170.50	185.50	200.50 + Delivery
_____	12' Tall x 10' Wide Pipe & Drape	185.50	195.50	215.50 + Delivery
_____	OTHER Needs Not Listed	\$Call for Quote\$		

Decorations

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

Additional Requests

	<u>SUMMARY: BOOTH #</u>
Additional Rentals Total	\$ _____
Decoration Charge	\$ _____
Tax 8.625%	\$ _____
5% Handling Fee	\$ _____
TOTAL	\$ _____

PAYMENT METHOD:

(Card will only be charged in case of damages, unless authorization is given below)

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 : _____
Please Charge This Card on File: (Signature) _____

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