

# SERVICE CONTRACTOR

## 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

### 2024 - NRHA Futurity Tradeshow

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 Hannah Tweed, 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 3 OF THE JIM NORICK ARENA.**

## SHOW INFORMATION

### Exhibitor Move-In:

**Norick Arena Concourse: Friday, November 22, Noon**

**Super Barn: Saturday, November 23, 10 am**

**Barn Row: Saturday, November 23, 6 pm**

### Exhibitor Move-Out:

**Sunday, December 8, 2024**

### Booth Furnishings:

- Booth Drapes: Provided Upon Request
- Requests must be made by Wednesday, **November 6<sup>th</sup>** to Ensure Rentals are In Place Upon Your Arrival

### 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:

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

# FREIGHT HANDLING INSTRUCTIONS

## 2024 - NRHA Futurity Tradeshow

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

- Please **do not mail Exhibits to the Meeting Site or Fairgrounds**, 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, LLC  
[hannah@eventures-inc.com](mailto:hannah@eventures-inc.com) or [callie@eventures-inc.com](mailto:callie@eventures-inc.com)

### **FREIGHT SHIPMENTS MUST BE SENT TO:**

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

**ALL FREIGHT MUST ARRIVE NO LATER THAN Wednesday, November 13, 2024**

### **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 Name 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 Tuesday, December 10, 2024, 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.

Deadline Date: Wednesday, November 6, 2024

Booth number: \_\_\_\_\_

**FREIGHT HANDLING FORM**  
**2024 - NRHA Futurity Tradeshow**

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. \$ 55.00  
• 51 to 100 lbs. \$100.00  
• 101 to 200 lbs. \$200.00  
• 201 to 300 lbs. \$300.00  
• 301 to 400 lbs. \$350.00  
• 401 to 500 lbs. \$450.00  
• over 500 lbs. \$ 1.00 per lb.  
Outbound Charge  
• Same as above

**SUMMARY: BOOTH #**

Inbound Handling Charge	\$ _____
Outbound Handling Charge	\$ _____
Tax 8.625%	\$ _____
5% Handling Fee	\$ _____
<b>TOTAL</b>	\$ _____

**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) \_\_\_\_\_

Deadline Date: Wednesday, November 6 2024

Booth number: \_\_\_\_\_

## ADDITIONAL BOOTH FURNISHINGS 2024 - NRHA Futurity Tradeshow

QUANTITY	Up to 2-WEEKs PRIOR	1-WEEK PRIOR	DAY OF SETUP
<b>Tables: Plain/No Drapes or Covers</b>	<b>(By Nov 6)</b>	<b>(By Nov 13)</b>	<b>(Nov 19-Nov 24)</b>
_____ 4' Table	45.00	50.00	60.00 + Delivery
_____ 6' Table	50.00	56.00	66.00 + Delivery
_____ 8' Table	55.00	60.00	70.00 + Delivery
_____ Elevated Table	75.50	80.50	90.50 + Delivery
<b>Draped Tables: (plastic top, convention skirt on 3 sides)</b>			
_____ 4' Table	104.00	109.00	124.00 + Delivery
_____ 6' Table	146.00	151.00	166.00 + Delivery
_____ 8' Table	149.45	154.45	169.45 + Delivery
_____ Draped Table (42" high)	164.45	169.45	204.45 + Delivery
_____ Bistro Table + Kwik Cover	70.85	75.85	80.85 + Delivery
<b>Chairs/Signs:</b>			
_____ Folding-Plastic Chair	10.25	16.25	24.25 + Delivery
_____ Folding-Padded Chair	15.00	20.00	30.00 + Delivery
_____ Metal, Arm Office Chair	41.00	46.00	51.00 + Delivery
_____ Hi Back, Rolling Exec Chair	51.00	55.00	59.00 + Delivery
_____ Stool, Wooden Bar	38.50	43.50	48.50 + Delivery
_____ Stool, Padded Bar	115.00	120.00	125.00 + Delivery
_____ Easel, Chrome	30.00	35.00	40.00 + Delivery
_____ 10' X 10' Carpet	215.00	240.00	265.00 + Delivery
_____ 8' Pipe & Drape, 10'	161.00	176.00	191.00 + Delivery
_____ 12' Pipe & Drape, 10'	245.00	255.00	275.00 + Delivery
_____ OTHER Needs Not Listed	\$Call for Quote\$		

### Decorations

\_\_\_\_\_ Theme Props, Greenery & Floral, Lighting, Props - Call for Quote

### Additional Requests

#### SUMMARY: BOOTH #

Additional Rentals Total	\$ _____
Decoration Charge	\$ _____
Tax 8.625%	\$ _____
<u>5% Handling Fee</u>	\$ _____
<b>TOTAL</b>	\$ _____

### 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) \_\_\_\_\_

**\*All Orders Must be Sent to [hannah@eventures-inc.com](mailto:hannah@eventures-inc.com) NO LATER THAN November 6, 2024 to be eligible for the 2 Week Prior Pricing\***

**Deadline Date:** Wednesday, November 6, 2024

**Booth Number:** \_\_\_\_\_

**LABOR ASSISTANCE**  
**2024 - NRHA Futurity Tradeshow**

- 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	\$65.50/hour per Laborer (8:00am- 5:00pm, Monday-Friday)
Overtime	\$100.00/hour per Laborer (before 8:00am - after 5:00pm, Monday – Friday AND all-day Saturday & Sunday)

Rigging & Other Special Needs *(Call for Pricing Quote)*

**Additional Requests** \_\_\_\_\_  
\_\_\_\_\_

**SUMMARY: BOOTH #**

Regular Time Labor Charges	\$ _____
Overtime Labor Charges	\$ _____
Tax 8.625%	\$ _____
<u>5% Handling Fee</u>	\$ _____
<b>TOTAL</b>	\$ _____

**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) \_\_\_\_\_