



2011 QUICK FORM~ Badges, Flyers, Paper Color

Trade Name: _____ **Exhibitor #** _____ **Booth #** _____

Badges:

SECOND BADGE NAME (fill in if correction needed): _____

List the name of any helpers, truckers and the relationship, job, or reason you require this badge.

NAME: _____ Reason Needed: _____

NAME: _____ Reason Needed: _____

NAME: _____ Reason Needed: _____

NAME: _____ Reason Needed: _____

Flyers:

Please send (indicate quantities):

_____ 4ö x 6ö Flyers, heavyweight

_____ Posters

_____ Hard copy complimentary passes for customers.

You will be billed \$8 each only for those complimentary passes turned in at the box office.

_____ E-Mail comp, e-mail to: _____

FOR WALLED BOOTHS: Paper Color must be selected by March 20th.

Circle your color choice: (Any booths that do not specify color will be papered in white.)

To see samples of the colors below, go to www.stacyexpo.com, services tab.

Aluminum, buff, cadet, charcoal, cream, deep green, forsythia, gray, leaf, magic blue,
midnight blue, pink, plum, red, russet, sand, thistle, white

RETURN TO: Show Mgmt. Co., 277 Fairfield Rd, Suite 321, Fairfield, NJ 07004

FAX: 973-808-6806, E-mail: moswald@stellashows.com



2011 QUICK FORM Tables, Electric, Payment Options

Trade Name: _____ Exhibitor # _____ Booth # _____

Tables, Corner Braces:

<u>Quantity</u>	<u>Prior to Mar. 20</u>	<u>Show Site</u>	<u>Total</u>
_____ 6øx30ø table	\$25	\$45	_____
_____ 6øx30ø table with green skirt on 3 sides (advance only)	\$45	N/A	_____
_____ 8øx30ø table (in advance only)	\$35	N/A	_____
_____ Pair corner braces	no fee	N/A	_____

Corner braces are only available if ordered in advance. Carpenter help will not be available when you arrive.

Electric: Please order before April 1st.

Optional Additional Equipment:

<u>Additional</u>	<u>Quantity</u>	<u>Extended Price</u>
• 500 watts single outlet	\$80.00	_____
• 1000 watts, single outlet	\$100.00	_____
• 1500 watts, single outlet	\$125.00	_____
• *Additional 120 watt halogen fixture	\$35.00	_____ spot or flood

*Your basic booth package can be increased to a total of 6 fixtures only. If you require more light you will need to order an additional package listed below.

- LEKO Light - 575 watt theatrical light mounted high above booth
As available based on location in tents or Nichols Hall only
\$160.00

Optional Additional Lighting Packages:

• <u>Package 1</u> - 8ø track to run from back wall to fascia w/ 4 lighting fixtures and power	\$175	_____	_____
• <u>Package 2</u> ó 1 track w/ 6ø lighting fixtures and power	\$265	_____	_____
• <u>Package 3</u> ó 2 tracks w/ 8ø lighting fixtures and power	\$350	_____	_____

GRAND TOTAL _____

For Payment Please Check One:

___ Enclosed is my check for \$ _____ payable to Stella Show Mgmt. Co.

___ Please charge all equipment fees ___ Please also charge my booth balance

Visa/MC/Amex _____ exp. _____

Cardholder's Name & Signature _____ Date: _____

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2011 QUICK FORM Vehicle Info, Forklift, Schedule

Trade Name: _____ **Exhibitor #** _____ **Booth #** _____

Vehicle Information:

Vehicle Type: _____ Total vehicle length including cab: _____

Will you need porter help? _____ Do you bring your own porter help? (Recommended) _____

Do you use a trucking company? _____ Trucking company name: _____

Trucking co. contact name: _____ Phone : _____

If you need to lay flooring or construct anything before you unload into your booth, please carry these things in from the staging line before your vehicle enters the actual loading area or before you begin working with porters. This helps expedite set up for everyone. Please also move your vehicle from the loading area before setting up your booth so the next dealer on line does not wait longer than necessary. Porters are not here to set up your booth.

Forklift: The forklift will only be available on Tuesday, Wednesday and Sunday evening.

I will need a forklift for _____ pieces. Are these pieces on a pallet or crated? Yes No

Items over 300 lbs. should be on pallets or crated. Items under 300 lbs. don't necessarily need a forklift. Also note that the forklift has access limitations. The forklift cannot drive into the tents. You must move it from there with a dolly or a pallet jack.

Load In / Load Out:

_____ I would like to **SET UP ON Tuesday, 9am- 6pm, Fee \$300**

_____ I would like to **SET UP ON Wednesday, 8am- 6pm, No Fee**

_____ I would like to **SET UP ON Thursday, 8am-Noon, No Fee (Forklift not available)**

_____ I would like to **PACK OUT ON MONDAY, No Fee.** I _____ agree to pack my booth completely on Sunday night and move all merchandise away from the walls and from the edge of the booth below the lighting system. Our truck will arrive at 8am and be finished loading by 11am. My staff arriving to pick up my booth will have their show badges and vehicle pass. I know that Porter help and the forklift are not available.

Cell Phone or local number: _____

Name of person or trucker picking up booth including cell number: _____

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