

# Exhibitor Order Form for Additional Booth Amenities & Electrical Services

Holiday Inn Executive Center, 2200 I-70 Drive SW, Columbia, MO 65203  
Phone: (573) 446-3943 Email: EDelgado-Rea@holidaycolumbia.com



Full Event/Conference Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth#: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Will you be shipping boxes to the Columbia Expo Center for this tradeshow? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please read, sign, and return the attached shipping/storage form and payment form along with this amenity form.

<u>Quantity</u>	<u>ONE TIME FEE</u>	<u>Advanced</u>	<u>Day Of</u>	<u>Amount</u>
_____	6' x 30" Table Skirted and Draped	\$35.00	\$45.00	_____
_____	6' x 30" Table (uncovered)	\$25.00	\$35.00	_____
_____	8' x 24" Table Skirted and Draped	\$40.00	\$50.00	_____
_____	8' x 24" Table (uncovered)	\$25.00	\$35.00	_____
_____	Tall Cocktail Round	\$25.00	\$30.00	_____
_____	Chairs	\$5.00	\$10.00	_____
_____	Booth Carpet (two weeks advance ordering required)	\$60.00	n/a	_____
<u>DAILY CHARGE</u>				
_____	Easel	\$15.00	\$25.00	_____
_____	32 Inch Monitor **	\$80.00	\$100.00	_____
_____	49 Inch Monitor **	\$100.00	\$140.00	_____
_____	Dedicated Hardwired High Speed Internet Service **	\$150.00	n/a	_____

(\*\*Indicates limited availability. Equipment will be provided on a first ordered, first served basis)

Your display includes a (1) 6 ft. clothed & skirted table, (2) chairs, and (1) trashcan. If you will need additional items, complete this form and return it to the Holiday Inn Executive Center.

## Booth Amenities

**Electrical Service** (All connections are priced per single outlet plug-in)

<u>Quantity</u>	<u>Outlet</u>	<u>Amp</u>	<u>Advanced</u>	<u>Day Of</u>	<u>Amount</u>
_____	120v (standard)	10	\$40.00	\$50.00	_____
_____	120v	20	\$50.00	\$60.00	_____
_____	120v	30	\$60.00	\$70.00	_____
<u>240v Single Phase Outlet</u>					
_____	240v Single Phase Outlet	20	\$75.00	\$125.00	_____
_____	240v Single Phase Outlet	30	\$85.00	\$135.00	_____
_____	240v Single Phase Outlet	40	\$100.00	\$150.00	_____
_____	240v Single Phase Outlet	50	\$125.00	\$180.00	_____
_____	240v Single Phase Outlet	60	\$150.00	\$200.00	_____
_____	208v Three Phase Outlet***	20-100	\$400.00	\$900.00	_____

\*\*\*Additional Fees may be assessed if an electrician is required. All prices and taxes are subject to change. All orders must include Missouri state sales tax of 7.975%. If your organization is tax-exempt, a copy of your tax exempt letter, must accompany this order.

Subtotal: \_\_\_\_\_  
MO Tax (x .07975): \_\_\_\_\_  
TOTAL: \_\_\_\_\_

For Internal Use: Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_

## Method of Payment Form for Booth Amenities, Electrical & Shipping Services



**Holiday Inn**  
EXECUTIVE CENTER

Holiday Inn Executive Center, 2200 I-70 Drive SW, Columbia, MO 65203  
Phone: (573) 446-3943 Email: Sales@HolidayColumbia.com

Full Event/Conference Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Method of Payment

If paying by credit card, please complete the following:

Type of Card to be charged: \_\_\_\_\_ Credit Card \_\_\_\_\_ Debit Card

Please note if you are paying with a debit card: The hotel is not liable for overdraft charges incurred should you choose to use your debit card. Be advised that by using any type of card, you will not only have the funds taken from your account, you will also have a hold placed on funds equal to the amount of the charge for 5-10 business days. Once processed, the hold cannot be reversed.

**All credit and debit cards will be authorized or charged upon receipt of order forms for items ordered.**

As the authorized cardholder, I agree to the following use of this card:

\_\_\_\_\_ Use Credit/Debit Card to pay for charges ordered for my exhibit booth including both amenities, electrical fees, and shipping/storage fees for booth materials shipped to the hotel.

**Upon receiving a completed form, a link to a secure Sertifi portal will be sent. Credit and Debit Cards submitted through the portal may be rejected if flagged as high risk. Until a verified Credit or Debit card is obtained, the items requested on this form are held on a tentative basis.**

NOTE: No credit or refund will be issued on items ordered but not used.

For Internal Use:

Date Rec'd: \_\_\_\_\_ Amount Rec'd \_\_\_\_\_

CC Authorization: \_\_\_\_\_

## Shipping Policy and Materials Handling/Storage Form

Please sign this form and return to the Holiday Inn Executive Center via fax (573) 446-1159



### **STORAGE FEES:**

The Holiday Inn Executive Center/Columbia Expo Center will receive and store shipments up to 48 hours (2 Business Days) prior to the show or meeting without assessing a storage fee. If shipments arrive prior to this time, storage fees will be assessed.

**Fees assessed will be :** \$30 PER 100 lbs. (\$30 minimum charge will apply and combined weight calculated if multiple boxes/per shipment) PER DAY. All weights rounded up to the next 100 lbs.

Packages with storage fees will not be delivered to the booth or meeting until payment of the storage fee is received  
The Holiday Inn Executive Center WILL NOT be held responsible for materials in storage or damage to the materials

### **HANDLING FEES:**

A fee will be assessed to deliver and remove pre-packaged materials to and from the loading dock area to the necessary booth or meeting room. Handling fees will be charged on materials received more than 48 hours prior to the set-up date.

**Fees assessed will be:** \$30 PER 50 lbs. (\$15 minimum charge will apply) All weights rounded up to the next 50 lbs.

\*You will only be charged for either storage OR handling. You will not be charged for both.

### **SHIPPING ARRANGEMENTS:**

It is the responsibility of the Exhibitor/Exhibiting Company to make the arrangements for exhibit materials to be shipping out of the Holiday Inn Executive Center/Columbia Expo Center upon completion of the show.

This includes:

1. Packaging the materials
2. Provide and Complete Paperwork/Bill of Lading
3. Affix labels to containers
4. Call shipping company to arrange the pick up

\*All shipping is the responsibility of the shipper and MUST be prepaid. Hotel personnel WILL NOT assume the responsibility for shipping items left in a booth after a show.

\*Materials that have not been collected within 48 hours (2 Business Days) of the show will be shipped COD to the original sender and storage fees will be assessed.

\*Shipments should be scheduled for delivery 8:00am-4:00pm Monday through Friday.

### **SHIPPING LABEL:**

Please fill out accordingly:

"Name of the Conference" Hold for arrival on \_\_\_\_\_  
Name of Exhibitor, Company, and Booth #  
Holiday Inn Executive Center/Columbia Expo Center  
2200 I-70 Drive SW  
Columbia, MO 65203

### **FORK LIFT USAGE:**

Holiday Inn Executive Center/Columbia Expo Center staff will be available to assist with load-in/load-out. ONLY Expo staff will be authorized to drive the Fork Lift.

**Fees assessed will be: \$75.00 PER HOUR.** All charges will be paid prior to the end of show. Minimum of one hour required.

**Please sign and return with contract or amenity order form. Contracts and Order forms cannot be honored without the signature of this letter, as well as valid credit card information and signature.**

***I have read and understand the rules and regulations of the Holiday Inn Executive Center/Columbia Expo Center and I am aware of the charges that will be incurred for storage and/or handling of boxes and materials.***

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

# Holiday Inn Executive Center/Columbia Expo Center

## RULES AND REGULATIONS



The management of the Holiday Inn Executive Center and the Columbia Expo Center requests your attention and cooperation to the following Rules and Regulations which have been adopted for the mutual benefit of all Employees and Exhibitors. Charges for infractions of these rules resulting in damage will be assessed to the Exhibitor.

**EXHIBITOR LOAD-IN:** ALL Exhibitors will load-in booth equipment through the loading dock door located on the Northeast corner of the building. The dock can be accessed from Knipp Street. Use of the doors will not be permitted unless approved in advance by management.

**HEIGHT AND ARRANGEMENT OF EXHIBITS:** The maximum height of displays shall not exceed nine feet unless otherwise approved by the Columbia Expo Center. All exhibits must be free standing. No supporting wires from the ceiling or pipes or ducts will be permitted.

**EXPO CENTER FACILITIES AND EQUIPMENT:** Exhibitors and their employees will not be permitted to use or otherwise handle any Columbia Expo Center equipment in a manner that will in any way injure, mar, or deface any part of the building.

**TABLES, CHAIRS, BOOTH PARTITIONS:** Are not to be moved or otherwise handled except by authorization of the Hotel. No tacks, nails or staples are permitted to be used on this equipment, or the equipment otherwise used beyond its intended purpose unless approved by the Hotel.

**LIGHTING FIXTURES:** Overhead lighting necessary to supplement the general lighting may be used provided it is attached and connected in accordance with Columbia Expo Center instructions and charged accordingly.

**DISPLAY EQUIPMENT ASSEMBLY:** Expo Center personnel are not permitted to assemble or otherwise handle exhibitor equipment to move to and from the booth space where specified in contract with show management.

**AISLES AND EXITS:** So designed by show layouts shall in no way be obstructed.

**FLOOR AND FLOOR COVERINGS:** Cartons, crates and equipment are not permitted to be moved over the floor area except with the use of wheeled equipment. Floor coverings for individual booth space are allowed. However, it shall not be responsible for the removal of tape residue marks on the show floor or equipment. Hotel employees do not vacuum carpeted areas. Damage to the Expo Center floor resulting from dragging equipment or exhibit materials will be assessed to the Exhibitor. All carpet tape must be approved by the Hotel.

**PARKING:** All Exhibitors and Visitors to the Hotel must abide by posted regulation signs.

**TRUCKS OR VEHICLES:** Will not be allowed inside the exhibit hall at any time unless approved by the Hotel.

**MISCELLANEOUS RULES:** No Exhibitor shall do or permit anything to be done in said premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said building, or no property kept therein, or obstruct or interfere with the rights of other Exhibitors, or in any way injure or annoy them, or conflict with laws relating to fire, or with regulations of the fire department, or with any policy on said building or any part thereof, or conflict with any of the rules or ordinances of the Board of Health of Columbia, Missouri.

The parking lot, entrance, halls, passages, ramps, elevators, and stairways shall not be obstructed by Exhibitor or used for any other purpose than for ingress or egress.

The Hotel reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be necessary for safety, care, and cleanliness of the premises, and for the preservation of good order therein.