



Get Hooked on Community Banking



Chateau on the Lake Resort
& Convention Center

Branson, MO

July 18th - 21st, 2012

CBA



Community Bankers
Association of Kansas

SPONSOR/EXHIBIT OPPORTUNITIES

QUESTIONS? CALL THE CBA OFFICE AT (785) 271-1404 OR YVONNA@cbak.com

(Co-Sponsorship opportunities are also available.)

The Community Bankers Association conducts one of the finest conventions in the state -- including the **only convention trade exhibition**.

This event is aimed specifically at chief executive officers, directors and bank personnel of community banks throughout Kansas. **Exhibits and sponsorships are excellent marketing opportunities** to place your products and services in the most advantageous atmosphere. One that is personal, face-to-face, and takes you directly to an important source of your sales -- community bankers!

CBA's trade show produces results by gathering a targeted audience with decision-making authority. You gain a cost-effective method of generating sales leads and customer orders.

EXHIBITS

Included in Exhibit Booth registration:

Two complimentary registrations to the exhibit arena.

Meal and reception in exhibit arena.

All exhibit spaces registered by July 1st will be listed in the registration directory.

Electrical outlets are NOT included with the booth. To order a table, electrical outlet or other equipment please refer to the enclosed form.

PAC PRIZES BUILD ARENA TRAFFIC TO YOUR EXHIBIT!

All exhibitors have the opportunity to take part in this voluntary event. You select the PAC item to feature at your exhibit space. Bankers circulate from booth to booth to drop a ticket in a bowl on the various PAC items. This increases traffic circulation and gives you an opportunity to visit with potential customers each time they visit your area. **If you choose not to supply a PAC item, one will NOT be supplied for you.** Please indicate on the application form whether you will be providing an item and what it will be. We provide the bowl for you to place next to your PAC item on the day of the trade show.

CONVENTION SPONSORSHIPS

Golf Sponsorships Available:

- Breakfast (\$1,200)
- Course Refreshment Cart (\$1,600)
- Tournament Lunch (\$1,400)
- *Hole Prize (\$250)

*Hole sponsors are allowed the opportunity to stand at that hole and pass out amenities.

General Sponsorships available:

- General Sponsorship (\$300)
- Banker Attendee Gift (\$1,200)
- Wednesday Evening Chairman's Reception (\$600)
- Thursday Morning Motivational Speaker (\$2,500)
- Thursday and Saturday Morning Breakfast (\$1,200 each)
- Thursday and Saturday Morning Break (\$1,200 each)
- Thursday Evening Chairman's Reception (\$600)
- Friday Evening Reception (\$2,000)
- PAC Auction Refreshments (\$1,500)
- Exhibit Arena Buffet (\$5,000)
- Exhibit Arena Dessert Table (\$1,000)
- Exhibit Arena Refreshments (\$1,800)
- Exhibit Hall Grand Prize Drawing (\$1,000)
- Preferred Customer Drawing (\$1,000)
- Friday Spouse Program (\$600)
- Chairman's Reception/Banquet (\$6,000)
- Saturday Evening Chairman's Reception (\$600)

**Partial sponsorships are available, so you don't have to sponsor the entire cost!
Just indicate the amount you wish to contribute on the registration form.**

Bonuses with sponsorships of \$2,000 or more:

- Two complimentary golf tournament registrations
- Personal recognition and acknowledgment during event
- Discounted pricing on exhibit space (30% off)
- Listed on Sponsor Sign

Bonuses with Sponsorships of \$3,000 or more:

- All the above benefits plus...
- 50% off two full spouse registrations
- Complimentary exhibit booth
- Free Advertisement insert (provided by you) in convention registration packet

Bonuses with Sponsorships of \$4,000 or more:

- All the above benefits plus...
- 50% off full convention registration fee (maximum of 2 registration discounts)
- Free advertisement paragraph in CBA Newsletter prior to Convention
- A 10 minute segment on the program during the sponsored event to explain your product/service to the attendees.

COMMUNITY BANKERS ASSOCIATION OF KANSAS ANNUAL TRADE SHOW

THURSDAY, JULY 19, 2012 EXHIBITOR APPLICATION & CONTRACT

By submitting this signed copy of CBA's APPLICATION & CONTRACT, we request space in CBA's 2012 Annual Trade Show in accordance with our preferences listed below. We will mail payment in full prior to June 1, 2012. Checks will be made payable to: Community Bankers Association of Kansas, 1414 SW Ashworth Place, Suite 200, Topeka, KS 66604.

ACCEPTANCE OF TERMS -- I, the duly authorized representative of the undersigned company, on behalf of the said company, subscribe and agree to all the terms, conditions, authorizations and covenants contained in this APPLICATION & CONTRACT for exhibit space, and the GENERAL INFORMATION, RULES, AND REGULATIONS. I understand a letter will be sent to the contact person confirming these arrangements.

In order to process your application, you must complete all sections below. **No reservations will be accepted over the telephone.** The following information will be printed in the registration directory.

Contact: _____ (This person will receive the shipping & drayage information)

Company: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ FAX: (____) _____

E-mail: _____

Description of business, product, or service: **(Please type this information exactly as you would like it listed. Space limit is 240 characters.):** _____

We request that our exhibit space not be next to the following probable exhibitors: _____

Will you be providing the PAC Item for your booth? Yes No If yes, what is the item? _____
(If you do not supply your own PAC Item, one will NOT be supplied for you.)

Do you plan on giving away a prize at the end of the evening? Yes No If yes, what is the prize? _____

BOOTH PERSONNEL: (Two booth personnel are complimentary per booth, subsequent personnel are \$52 each):

1. Name: _____ Address: _____

City: _____ St: ____ Zip: _____ Phone: _____ E-mail: _____

2. Name: _____ Address: _____

City: _____ St: ____ Zip: _____ Phone: _____ E-mail: _____

3. Name (\$52): _____ Address: _____

City: _____ St: ____ Zip: _____ Phone: _____ E-mail: _____

4. Name (\$52): _____ Address: _____

City: _____ St: ____ Zip: _____ Phone: _____ E-mail: _____

Note: Booth space is assigned on a first-come, first-served basis. Every effort will be made to ensure that competitors are not placed side-by-side in the exhibit hall.

Signed: _____ Date: _____

8' deep x 10' wide Booth Price: Associate Member: \$449 Non-Member: \$575
SAVE \$50 ON LISTED PRICE WHEN YOUR BOOTH IS PAID IN FULL BEFORE JUNE 1, 2012



COMMUNITY BANKERS ASSOCIATION OF KANSAS

2012 SPONSORSHIP APPLICATION

In order to process your application, you must complete all sections below. No requests will be accepted over the telephone. The following information will be printed in the registration directory.

Contact: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____ FAX:(_____) _____

E-mail: _____

Description of business, product, or service: (Please type this information exactly as you would like it listed. Space limit is 240 characters.) _____

**Partial sponsorships are available so you don't have to sponsor the entire cost.
Just indicate the amount you wish to contribute next to the event.**

Sponsorship opportunities are awarded on a first come first serve basis. Please mark the event and amount you want to sponsor:

Golf Sponsorships Available:

- Breakfast (\$1,200) \$ _____
- Refreshment Cart (\$1,600) \$ _____
- Tournament Lunch (\$1,400) \$ _____
- Hole Prize (\$250) \$ _____ (No partial hole sponsorships please. Hole sponsors are allowed the opportunity to stand at a hole and pass out amenities.) Please indicate if you will be standing at a hole to pass out amenities.
- No Yes If yes, what is your hole preference? _____ (No Guarantees)

General Sponsorships Available:

- General Sponsorship (\$300) \$ _____
- ~~Room Key Cards (\$1,000) \$SOLD~~
- Banker Attendee Gift (\$1,200) \$ _____
- ~~Wednesday Evening Chairman's Reception (\$600) \$SOLD~~
- Thursday Morning Motivational Speaker (\$2,500) \$ _____
- Thursday Morning Breakfast (\$1,000) \$ _____
- Thursday Morning Break (\$1,000) \$ _____
- Exhibit Arena Buffet (\$5,000) \$ _____
- Exhibit Arena Dessert Table (\$1,000) \$ _____
- Exhibit Arena Refreshments (\$1,800) \$ _____
- ~~Exhibit Hall Grand Prize Drawing (\$1,000) \$SOLD~~
- Preferred Customer Drawing (\$1,000) \$ _____
- ~~Thursday Evening Chairman's Reception (\$600) \$SOLD~~
- ~~Friday Fishing Tournament (\$4,000) \$SOLD~~
- Friday Evening Reception (\$2,000) \$ _____
- Friday Spouse Program (\$600) \$ _____
- ~~Saturday Morning Breakfast (\$1,000) \$SOLD~~
- Saturday Morning Break (\$1,000) \$ _____
- ~~Chairman's Reception/Banquet (\$6,000) \$SOLD~~
- PAC Auction Refreshments (\$1,500) \$ _____
- Saturday Evening Chairman's Reception (\$600) \$ _____

Signed: _____ **Date:** _____

DRAYAGE SERVICE

The official drayage company for the 2012 Convention will be: Page & Brown Convention Services, 5744 Chapel Drive, Osage Beach, MO 65065, PHONE: 573-348-5176 FAX: 573-348-5177.

Services

Receive exhibit equipment and store for up to 20 days prior to exhibit setup date.

Deliver to your booth on setup date.

Remove empty crates and boxes from exhibit area and store.

Return empty crates and boxes at close of exhibit.

Provide exhibitors with shipping labels and bills of lading at freight service desk.

Ship all exhibits via carrier specified by exhibitor.

Rates for above services will be quoted by Page & Brown Convention Services on their order forms, which will be e-mailed to you approximately 4 weeks prior to the show.

Shipping Instructions

**DO NOT SHIP EXHIBIT MATERIAL TO
THE CHATEAU ON THE LAKE RESORT**

All shipments of exhibit materials via rail, truck or air must be prepaid to:

Exhibitor's Name

Community Bankers Association of Kansas

Page & Brown Convention Services

5744 Chapel Drive

Osage Beach, MO 65065

(573) 348-5176

Bills of lading showing the number of pieces, description and weight should be forwarded to the Page & Brown Convention Services when shipment is made.

Hotel Room Reservations:

Chateau on the Lake Resort * 415 North State Highway 265. * Branson, MO 65616
Reservations: 888-333-5253

Room Rate is \$159 per night Room block expires June 25, 2012.

2012 CBA TRADE SHOW GENERAL INFORMATION AND RULES

1. SHOW SPONSORSHIP AND MANAGEMENT. The show is produced by and is the property of the Community Bankers Association of Kansas ("CBA"). CBA will provide all show management functions and establish all show policies. Each prospective exhibitor is required to sign the APPLICATION & CONTRACT for space. By doing so, he subscribes to INFORMATION AND RULES, which are parts of the APPLICATION & CONTRACT. Each exhibitor, for himself and his employees and agents, agrees to abide by these conditions, it being understood and agreed that sole control of the exhibit hall rests with the CBA.

2. WHAT MAY BE EXHIBITED. The show is designed for display and demonstration of banking related products and services. The Association reserves the absolute right to decline or prohibit any exhibit, exhibitor, or proposed exhibitors.

3. BOOTH & SPACE LIMITATIONS. Booth size is 8' deep x 10' wide and will be sold on a first come first served basis. CBA cannot guarantee the availability of any particular booth size or configuration. Combinations of two or more of the spaces may be selected to make up one booth at the specified cost per booth space.

4. ARRANGEMENT OF EXHIBITS. The booth will be equipped with back and side wall draped, identification sign, an 8' skirted table and will be provided by Page & Brown without additional cost to the exhibitor. Additional equipment will need to be ordered through Page & Brown.

If an exhibitor plans to install a completely constructed display of such a character, no part thereof shall project or extend beyond the space allotted to the exhibitor. No exhibitor's products, equipment or booth construction may be so placed as to exclude the view of the neighboring exhibits for visitors passing through the aisles, as determined by CBA. No part of any display may be over eight feet in height. The back three feet of rented space may be occupied from the floor up to eight feet in height; the front of the rented space may be occupied from the floor up to 48 inches only.

All aisle space and utility cords belong to the show. Exhibitor agrees to provide for storage as needed within his assigned booth area, and agrees that no item will be stored in the utility core.

5. SUBLETTING OF SPACE. The exhibitor agrees not to assign, sublet, or apportion space or any part thereof allotted to him, not to exhibit or advertise goods other than manufactured or sold by him in the regular course of business, unless approved by CBA.

6. PAYMENT. Balance must be paid in full by June 30, 2012.

7. CANCELLATION OR WITHDRAWAL. An exhibitor may cancel or withdraw from the show subject to the following conditions and restrictions.

A. The exhibitor shall give CBA notice in writing of his intention to cancel or withdraw from the show.

B. In the event the said notice is received by CBA prior to May 25, 2012, all fees paid by the exhibitor will be refunded.

C. In the event said notice is received after May 25th but prior to June 8, 2012, all fees paid by the exhibitor less \$100 will be refunded. No refund of any fees will be refunded after June 8th, and the exhibitor shall be obligated and agrees to pay the total cost of the space assigned.

In the event of cancellation, CBA shall have the right to use said space to suit its convenience, including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor. CBA assumes no responsibility for having included the name of the canceled exhibitor or descriptions of his products in the show catalog, brochures, news releases or other materials.

8. BOOTH PERSONNEL. Each exhibitor is required to keep at least one attendant in his booth during the show hours, subject to removal of his exhibit from the show at his expense.

No one will be permitted in any exhibitor's booth at any time during installation or dismantling of the show unless he himself is, or is accompanied by, a person able to positively identify himself as an employee or authorized representative of the exhibit whose booth he is in. Violators will be subject to expulsion for the balance of the show, and subject to be ruled ineligible for the next CBA show.

9. EXHIBITOR'S BADGES. CBA will provide EXHIBITOR badges by name for personnel assigned by the exhibitor to staff his booth. Badges are not transferable. Badges will be available only at the registration desk.

10. REGISTRATIONS AND ADMISSION. The show is not open to the general public. An official badge, issued upon registration, entitles the wearer to unlimited attendance during the scheduled show hours. An official badge must be worn at

all times in the hall. CBA shall have sole control of all admission policies at all times. There will be no visitor registration.

CREDENTIALS WILL NOT BE ISSUED UNTIL THE SPACE IS PAID IN FULL.

11. INSTALLATION AND DISMANTLING. The specific requirements as to the time for installation and dismantling of exhibits shall be supplied to each exhibitor for the particular convention. Such requirements shall be binding upon the exhibitor as though fully set forth herein. All displays must be in place and set up one hour prior to the official opening of the show. Space not occupied or set up by that time may be re-assigned for other purposes by the association.

All services associated with installation and dismantling of exhibit booths, including delivery and removal of exhibitor supplied furnishings/materials will be provided by Page & Brown Convention Services Kits explaining Page & Brown's arrangements for providing freight storage and delivery to and from the hotel, will be mailed to exhibitors four weeks prior to the event.

Dismantling will start only after the close of the show. Absolutely no dismantling will be permitted prior to announced closure time. Violators are subject to be ruled ineligible for the next CBA show.

All exhibit materials must be removed from the exhibit immediately following the close of the exhibit hall. There will be no security provided. CBA will not be responsible for the theft of any materials.

12. CONFLICTING MEETING & SOCIAL EVENTS. In the interest of the success of the entire convention and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the convention or exhibit hall during the official hours of the convention and exposition.

13. DEFAULT OCCUPANCY. Any exhibitor failing to occupy by one hour before the official show opening, any space contracted for but not canceled is not relieved of the obligation to pay for such space at the full rental price. In that event, CBA shall have the right to use said space to suit its convenience, including selling the space to another exhibitor, without any rebate or allowance to the defaulting exhibitor. CBA assumes no responsibility for having included the name of the defaulting exhibitor or descriptions of his products in the show brochures, news releases or other materials.

14. BUILDING OCCUPANCY. In case the premises of Convention Hall shall be destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any governmental agency or by CBA, or for any other reason, this contract may be terminated by CBA. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of CBA shall be to return to each exhibitor his space payment, less his pro-rata share of all costs and expenses incurred and committed by CBA.

15. SERVICE ORGANIZATIONS. CBA, Page & Brown, and Convention Hall will designate contractors to perform work at the exhibitor's expense. Where union personnel are required by Convention Hall or by contractors involved it shall be the exhibitor's responsibility to comply with such requirements; in no event shall CBA be responsible for the conduct of contractors or their employees. CBA assumes no responsibility for failure to perform by contractors, their charges, or any other matter relating to contractors or Convention Hall. The foregoing includes services rendered to the exhibitor including but not limited to drayage, machinery moving and erecting, rental of furniture, booth and floral decorating, photography, drinking water, telephone service, electricians, plumbers, carpenters, special signage, shipping, etc.

16. VIDEO & SOUND SYSTEMS. The use of video will be permitted, subject to approval by and the control of CBA. CBA reserves the right to curtail any sound systems. Machines that create excessive noise, making normal conversation in neighboring booths difficult, may, at the discretion of CBA, be restricted to periodic operation.

Exhibitor warrants that if any music is used in his booth, he shall be responsible for any royalties due for such performance including, but not limited to, payments to BMI and ASCAP. Exhibitor further represents that he had entered into such licensing agreements as may be necessary to effectuate his warranty.

17. DELIVERY AND REMOVAL DURING SHOW. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show without permission first being secured in writing from CBA. Violators are subject to be ruled ineligible for the next show.

18. REFRESHMENTS. Any refreshments distributed by the exhibitor shall, at the exhibitor's risk and expense, comply with all applicable Federal, State and Local sanitary and safety laws and regulations and be approved by the hotel.

19. SAFETY, FIRE AND HEALTH. The exhibitor must comply with safety, fire and health ordinances regarding installations and operation of equipment. All display, exhibit materials and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents.

20. CARE OF BUILDING. Exhibitor must surrender the space occupied by him in the same condition as at the commencement of occupation. Any damage done to the premises by the exhibitor shall be made good to CBA or the building owners, as their interests may appear.

21. INSURANCE. Neither CBA nor Convention Hall will be liable for damages or loss to exhibitor's property through theft, fire, accident or any other cause. In all cases, exhibitors wishing to insure their goods must do so at their expense. CBA will not assume liability for any injury that may occur to show visitors, exhibitors, or their agents and employees, or others.

22. LIABILITY. It is agreed that Exhibitor shall indemnify and hold harmless CBA and its representatives, for any and all liability that might ensue from any cause whatsoever.

Exhibitor agrees to indemnify and hold harmless the Convention Hall and its affiliate companies from and against all cost, loss or expense arising incident to any claim of, or liability to, third parties (including, but not limited to, employees of the Convention Hall, and their affiliate companies, contractors, and subcontractors and their employees; associates and other persons assisting the exhibitor on a paid or voluntary basis; and all guests, patrons and invites) for injury (or claimed injury) or death of persons or loss of or damage to property arising out of the presence, activity or exhibit of the exhibitor, or the employees, agents or representatives of the exhibitor, or the employees, agents with, performance (or nonperformance) of this contract.

Each Exhibitor is responsible for his equipment and should keep an attendant in his display during the exhibitor hours.

All curtains, flags and other decorative material must conform to requirements of the Kansas Fire Department.

23. GENERAL. All matters and questions not covered by the INFORMATION AND RULES are subject to the decision of CBA. INFORMATION AND RULES may be amended at any time by CBA, and all amendments or additions that may be so made shall be as equally binding on all parties affected as the original INFORMATION AND RULES.

This agreement shall be binding upon the parties hereto and their respective executors, administrators, successors, and assigns.

24. RULES. The exhibitor agrees to abide by any additional rules as may be imposed by Convention Hall. Such rules may be obtained upon timely written request made no later than 45 days prior to the show.

25. TERMINATION. The Exhibitor privileges may be terminated by the CBA at any time on the breach of any of the conditions hereof by the Exhibitor, and thereupon all his rights thereunder shall cease and terminate, and any payments made by him or account hereof prior to said termination shall be retained by the CBA as liquidated damages for such breach, and CBA may thereupon resell or otherwise reuse said space.

26. TERM. This contract is valid only for the period stated on space application form and provides no guarantees for exhibit space in future years for any shows produced by CBA.

TENTATIVE AGENDA THURSDAY, JULY 19TH, 2012

8:00 a.m. Exhibit Set-up

**12:00 p.m. Arena & PAC Prize
Opens To Attendees**

4:00 p.m. Exhibit Arena Closes

Additional Equipment: For those Exhibitors who desire additional services, equipment, exhibit material handling and booth assembly, can arrange for the service to be provided by **Page & Brown** for an additional cost. They will send you a form four weeks prior to the show asking for your preferences.



Producers of Trade, Public Exhibition Shows
Theme Sets & Decorators

Community Bankers Association of Kansas

Chateau on the Lake
Branson, MO
July 19, 2012

Dear Exhibitor,

We are pleased to advise you that Page & Brown Convention Services will be providing exhibit services for your upcoming show with the Community Bankers Association of Kansas. We will assist you in every way possible to insure a successful presentation.

Please review order forms for services or equipment that may be useful to you. Note - orders must be received 5 days prior to the event, to receive advance pricing.

Each booth will be 8' deep x 10' wide and will include the following:

- A. 8' high back wall of draping material
- B. 3' high side walls of draping material.
- C. (1) 7" x 44" exhibitor identification sign.
- D. (1) 8ft. skirted display table
- E (2) chairs
- F (1) wastebasket with liner

For your information the exhibit area is carpeted, and complimentary Wi-Fi is available.

Electric service (110v dual outlet) is available at an additional charge. If required it should be ordered in advance, to insure availability and receive advance discount rate. If your exhibit requires 6-20 amps of service you will need to order a 20amp direct line.

The Chateau on the Lake does not have facilities for receiving and storage of exhibit material. Any exhibit material being shipped must be shipped to Page & Brown. Please carefully follow shipping instructions on our Exhibit Material Handling form. Freight must arrive at our warehouse before Monday July 16th. Shipments that we receive will be delivered to your booth prior to exhibitor set-up. Prior to the close of the show we will discuss with you your outgoing shipping arrangements. After the close of show we will ship material out via your chosen carrier.

A service desk will be maintained during exhibitor move in to answer any questions and to provide you with additional booth furnishings that might be required. Payment is due at show site for additional services or equipment provided.

Please call 573-348-5176, or email service@pagebrown.com, if you have any questions about the equipment or services that we offer.

Thank you,
Page & Brown
Convention Services

Page & Brown Convention Services

5744 Chapel Drive
Osage Beach, MO 65065

Phone 573-348-5176
Fax 573-348-5177
Web Site www.pagebrown.com
Email service@pagebrown.com

Rental Equipment & Electric Service

Orders will be entered as checked below. Charges to include placing in booth ready for use. Equipment is on a rental basis. One time charge unless otherwise noted. Mail or fax us a copy and retain a copy for your files. Most Rental Equipment items may be viewed at www.pagebrown.com

Order in advance to save time and money.

Furniture

Quantity		Advance	Floor	Amount
	Chair	4.00	5.00	
	Cushioned Office Chair	10.00	15.00	
	High Stool w / Cushion	15.00	20.00	
	Table Top Display	90.00	100.00	
	Assemble / Dismantle Display	100.00	125.00	
	Tall Rnd Cocktail Table	25.00	30.00	
	Blk Cloth for Tall Rnd Table	10.00	10.00	

Skirted Tables (Includes White Vinyl Top & Pleated Skirt)

30" = Standard Height / 40" = Elevated / Counter Height

Quantity	With Skirt	Advance	Floor	Amount
	2' W X 4' L X 30" Stand.	39.00	42.00	
	2' W X 6' L X 30" Stand.	42.00	45.00	
	2' W X 8' L X 30" Stand.	45.00	48.00	
	2' W X 4' L X 40" Elev.	45.00	48.00	
	2' W X 6' L X 40" Elev.	47.00	50.00	
	2' W X 8' L X 40" Elev.	49.00	52.00	
	4 th Side Skirted (Add)	15.00	20.00	

Unskirted Tables (White Vinyl Top & Pleated Skirt Not Included)

30" = Standard Height / 40" = Elevated / Counter Height

Quantity	Without Skirt	Advance	Floor	Amount
	2' W X 4' L X 30" Stand.	20.00	25.00	
	2' W X 6' L X 30" Stand.	20.00	25.00	
	2' W X 8' L X 30" Stand.	20.00	25.00	
	2' W X 4' L X 40" Elev.	25.00	30.00	
	2' W X 6' L X 40" Elev.	25.00	30.00	
	2' W X 8' L X 40" Elev.	25.00	30.00	

Risers For Tables (Indicate Size)

Quantity	4', 6', or 8' Available	Advance	Amount
	Draped One Step Riser	2.00 Lin. ft.	
	Draped Two Step Riser	3.00 Lin. ft.	

Audio Visual / Miscellaneous Day = Daily Rate

Quantity		Advance	Floor	Amount
	Video Proj. 2000 Lumen	125.00/day	150.00/day	
	42" Table Top Screen	45.00/day	55.00/day	
	50" Proj. Floor Screen	45.00/day	55.00/day	
	19" LCD PC Monitor	45.00/day	65.00/day	
	32" LCD TV/ PC Monitor	100.00/day	125.00/day	
	42" LCD TV/ PC Monitor	125.00/day	150.00/day	
	Black Stand for 42" LCD	45.00/day	65.00/day	
	20" LCD TV/ DVD Combo	50.00/day	65.00/day	
	Video Equip. Cart - Skirted	30.00/day	35.00/day	
	Easel	15.00	20.00	
	Pleated Table Skirt	22.00	25.00	
	8ft curtains	4.00 ft.	4.50 ft.	
	Small Raffle Drum	15.00	20.00	
	Poster Board 4' x 8' <input type="checkbox"/> H <input type="checkbox"/> V	75.00	85.00	

Custom Booth Carpet (Indicate Color Choice)

Quantity	Red, Black, Blue, Grey, Grn	Advance	Floor	Amount
	8' x 10' Carpet	75.00	85.00	
	8' x 20' Carpet	135.00	145.00	

Daily Vacuum Service

Quantity		Amount
	8' x 10' Carpet	8.00 per day
	8' x 20' Carpet	16.00 per day

Electrical Services

Quantity		Advance	Floor	Amount
	110 Volt 2 Plug Recep. w /Grnd (1-5 Amps Max)	95.00	125.00	
	110 Volt Direct Line 2 Plug Recep. w/Ground (6-20 Amps Max)	125.00	140.00	
	220 Volt Direct Line / Call To Arrange	275.00	NA	
	Power Strip (Must Order Elec. Service)	8.00	12.00	

Trade Show	Amount Paid	Booth #
Contact	Phone No	
Company Name	Fax No	
Address	City	State Zip
Card #	Exp Date	Code Signature

Payment Policy:

Payment in full of rental charges must accompany your orders (5) **days prior to start of move in** for DISCOUNT RATES. Credit card orders may be faxed to 573-348-5177. There is a 50% cancellation charge on items cancelled after move in begins. Orders without payment or placed at show will be billed at FLOOR RATE. Charges due and payable upon presentation of invoice at show.

By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.

Page & Brown Convention Services

5744 Chapel Drive
Osage Beach, MO 65065

Phone 573 - 348 - 5176
Fax 573 - 348 - 5177
Web Site www.pagebrown.com
Email service@pagebrown.com

Exhibit Material Handling

Shipping Instructions - Incoming

NO COLLECT SHIPMENTS WILL BE ACCEPTED. **Send shipments PRE-PAID to the above address, with the following information.**

Name of Show: _____

Date of Show: _____

Location of Show: _____

Company Name: _____

Booth _____ #(s) (If known)

C/O Page & Brown Convention Services
5744 Chapel Drive
Osage Beach, MO 65065

- **If you will be shipping freight, we require this form to be on file with payment, before the arrival of your exhibit material.**
- **Shipments (each item) must be labeled with all of the above information to insure delivery to proper booth.**
- If phone calls are necessary to determine necessary show delivery information, there will be a \$30 surcharge added.
- Credit card orders will be processed after the show is over. Indicate if you would like a receipt faxed.
- If weight of shipment is known, pre-payment may be made by check. See rate schedule below.
- Shipments should be made early, to be delivered to above address, at least three days prior to set-up date.
- Shipments which arrive after the start of exhibitor move in, and require a special trip to the site, will be charged an additional \$50.

Outgoing Shipping Instructions

- **Representative at show site will be expected to label their containers and furnish us with shipping documents.**
- **Pre-printed shipping documents with your account number will help expedite outgoing shipping.**
- Our outgoing material handling form will be provided at show site. We require that it be completed and left with shipment.
- It is your company's responsibility to call carrier and arrange for pickup, if shipping with other than UPS or Federal Express.
- When time frame allows, we request that pick ups be scheduled at our warehouse, the next business day after show closes.

Page & Brown will provide the following services:

Receive and store shipments (30 days free storage allowed).

Delivery to booth, prior to exhibitor set-up time.

Removal and return of empty crates to and from booths.

Handling out of the Exhibit site at conclusion of the show.

For Labels & More Information Visit Our Web Site

www.pagebrown.com /Click On Exhibit Material Handling

***** Keep Your Shipment Tracking Numbers*****

RATE SCHEDULE		All weights are rounded off to the next 100 lb. Each shipment is considered separately	Per 100 lb.	Min. Charge
I	ADVANCE SHIPMENTS <u>Shipments received at warehouse.</u>	Shipments of Common Freight And Crated Exhibits will be received and stored, up to 30 days prior to show, and delivered to booth at show site. Any necessary handling of empty containers to and from storage and outgoing handling at conclusion of show.....	\$48.00.....	\$48.00
II	RECEIVING AT SHOW SITE <u>Shipments received at show site during exhibitor move in period only. early shipments will be refused.</u>	Includes receiving, delivery to booth, any necessary handling of empty containers to and from storage, and outgoing handling at conclusion of show.....	\$50.00.....	\$50.00
III	OUTGOING HANDLING ONLY	\$40.00	\$40.00
IV	HANDLING UNCRATED MATERIAL	Rates in Item I and Item II above apply to Common Freight and Crated Exhibit Material Shipments of more than 10 loose boxes will have a 30% surcharge to above rates to cover additional handling time.....	Plus 30%	

LIMITS OF LIABILITY AND RESPONSIBILITY

We will not be responsible for uncrated, improperly packed materials or concealed damage. We will not be responsible for damages or loss of materials after delivery to booth, during installation time, or at conclusion of show prior to delivery to outbound carrier. Therefore, exhibitor should contact their insurance carrier if necessary, to provide insurance coverage for materials from the time they leave your firm until they are returned after the show. Limit of liability is \$.25 per lb. per article, with a maximum liability of \$50.00 per item, and a maximum of \$1,000.00 per shipment

Hotels – Convention Centers Will Not Accept Freight As They Do Not Have The Facilities To Receive Or Store Freight

Trade Show	Amount Paid	Weight	
Contact	Telephone		
Company Name	Fax		
Address	City	State	Zip
Card #	Exp. Date	Code	Authorized By

By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.

Page & Brown Convention Services

5744 Chapel Drive
Osage Beach, MO 65065

Phone 573 - 348 - 5176
Fax 573 - 348 - 5177
Web Site www.pagebrown.com
Email service@pagebrown.com

Display Assembly & Dismantling Services

Display Installation Without Your Supervision

____ You are authorized to Assemble our background display, prior to our arrival at the Convention Center. We are forwarding blueprints, a photo or instructions for your information. We understand that all work will be done on straight time. Shipping information will be sent to you shortly.

Per man hour – 2 hour minimum-----\$50.00 Per Hour

Date and time assembly to be completed _____ #of men _____ app. hrs _____

Set up plans in crate _____ or attached _____

____ We would like the same service to Dismantle and pack our exhibit. Instructions for shipping and weighbill will be provided before the end of the show.

Per man hour- 1 hour minimum-----\$50.00 Per Hour

Date and time to dismantle _____ # of men _____ app.hrs _____

Display Installation With Your Supervision

____ We would like _____ men available, app. hrs _____ to Assemble our display, Under the supervision of our representative.

Per man hour – 2 hour minimum-----\$45.00 Per Hour

The above man, or men, to report to our booth on _____ (date) at _____ (A.M. P.M.)

____ We would like _____ men available, app. hrs _____ to Dismantle and pack our display , Under the supervision of our representative.

Per man hour – 1 hour minimum-----\$45.00 Per Hour

The above man, or men, to report to our booth on _____ (date) at _____ (A.M. PM)

For Labels & More Information Visit Our Web Site

www.pagebrown.com /Click On Exhibit Material Handling

Date of Shipment	# of Pieces Shipped	Via	
Trade Show		Amount Paid	Weight
Contact		Telephone	
Company Name		Fax	
Address	City	State	Zip
Card #	Exp. Date	Code	Authorized By

By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.

PLEASE LABEL SHIPMENT AS FOLLOWS:

SHIP TO:

NAME OF SHOW: _____ **BOOTH #:** _____

LOCATION OF SHOW: _____

COMPANY NAME: _____ (____) _____
(TELEPHONE #)

NUMBER ____ **OF** ____ **PIECES**

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065

SHIP TO:

NAME OF SHOW: _____ **BOOTH #:** _____

LOCATION OF SHOW: _____

COMPANY NAME: _____ (____) _____
(TELEPHONE #)

NUMBER ____ **OF** ____ **PIECES**

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065

SHIP TO:

NAME OF SHOW: _____ **BOOTH #:** _____

LOCATION OF SHOW: _____

COMPANY NAME: _____ (____) _____
(TELEPHONE #)

NUMBER ____ **OF** ____ **PIECES**

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