



**PEORIA FLAG
&
DECORATING CO.**
-EXHIBITION DECORATORS-

**920 E. GLEN AVENUE
PEORIA HEIGHTS, ILLINOIS 61616-5377
(309) 685-8989 * (800) 322-3946
FAX (309) 685-8537
CENTRAL ILLINOIS FLAG HEADQUARTERS**

Service we're proud of !

**2018
CENTRAL ILLINOIS AUTOSHOW
PEORIA CIVIC CENTER
PEORIA, ILLINOIS
APRIL 6 – 8, 2018**

Dear Exhibitor:

Welcome to the 2018 edition of the Central Illinois Auto Show and the Peoria Civic Center. Peoria Flag & Decorating Co., Inc., has once again been named the official Show Decorator. This packet contains information for ordering extra equipment. Please look over all the forms and mail or fax your order back with payment. If you are in need of extra equipment **PLEASE SEND YOUR ORDER IN PRE-ORDER AND AVOID THE WAIT ON MOVE-IN DAY!!**

THE AUTO DISPLAY AREAS WILL BE CARPETED AND ARE VACUUMED DAILY!!

The Exhibit Booths will be on concrete. Each booth is 10' wide x 8' deep; the back walls are 8' tall and the side dividers are 3' tall. The color of the drape will **BLACK/SILVER.** Draped Booths will only have a 7" x 44" I.D. Sign. **THERE ARE NO PROVIDED TABLES OR CHAIRS!**

To qualify for the discount price, your order must be **PREPAID** by check or credit card authorization. Please fill out the **PAYMENT POLICY FORM** with all orders. **THE CUTOFF DATE TO RECEIVE THE DISCOUNT RATE IS THURSDAY MARCH 29, 2018, AFTER THAT DATE ALL ORDERS RECEIVED WILL BE CHARGED AT THE FULL FLOOR ORDER RATE!!**

Peoria Flag & Decorating will have service personnel on site during the move-in to assist you in any last minute needs you may have.

You can Fax your credit card orders to us. Our Fax number is (309)685-8537. If you have any questions, please give us a call TOLL FREE at (800)322-3946 or email brian@peoriaflag.com . Thank you, and have a **GREAT SHOW!**

**SINCERELY
PEORIA FLAG & DECORATING CO., INC.**



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 Website: www.peoriaflag.com

DEADLINE FOR THIS FORM IS:
MARCH 29, 2018
 RETURN EITHER BY FAX OR MAIL

TOTAL: \$ _____

RENTALS ARE NON-TAXABLE

PLEASE PRINT OR TYPE

RENTAL FURNITURE AND EQUIPMENT ORDER FORM

PAYMENT POLICY: Payment in full of rental charges, must accompany your ADVANCE ORDER to qualify for DISCOUNT RATES. See enclosed PAYMENT POLICY AND BILLING AUTHORIZATION FORM which must be signed and accompany this order form.

CANCELLATION POLICY: Items cancelled after move-in begins will be charged at 50% of original price -- Carpeting and draped table(s) at 100% of price.

COLOR/SIZE SELECTIONS: Circle color and/or size where applicable. Choices not indicated will be selected by Peoria Flag to coordinate with show colors.

ORDERS WILL BE ENTERED AS CHECKED BELOW. CHARGES INCLUDE PLACING IN BOOTH READY FOR USE. EQUIPMENT IS ON A RENTAL BASIS ONLY. ORDERS CONFIRMED ONLY UPON REQUEST. ALL MATERIALS REMAIN THE PROPERTY OF PEORIA FLAG & DECORATING CO.

CHAIRS	DISCOUNT RATE	STANDARD RATE	QUANTITY
FOLDING CHAIR	\$8.00	\$11.00	
PADDED SIDE CHAIR	15.00	\$20.00	
PADDED ARM CHAIR	17.00	\$22.00	
PADDED STOOL W/BACK	35.00	\$40.00	
CARPETING		SHOW LOCATION IS: CONCRETE	
10' x 10'	\$80.00	\$95.00	
10' x 20'	\$160.00	\$200.00	
10' x 30'	\$240.00	\$285.00	
CARPET PADDING ...PER SQ./FT.	\$0.80	\$0.95	
<input type="checkbox"/> BLACK <input type="checkbox"/> GRAY <input type="checkbox"/> RED <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		CARPET IS SHOW READY WHEN DELIVERED TO YOUR BOOTH. SEE CLEANING FORM FOR ADDITIONAL VACUUMING.	
ADDITIONAL DRAPE			
8' HIGH	\$4.50	\$5.75	
3' HIGH	\$3.50	\$4.75	
PRICES PER LINEAL FOOT	COLOR:		
TABLETOP RISERS			
4' L x 12" W x 10" H	\$24.00	\$30.00	
6' L x 12" W x 10" H	\$28.00	\$34.00	
ALL RISERS ARE COVERED & SKIRTED IN WHITE ONLY			
MISCELLANEOUS EQUIPMENT			
WASTEBASKET	\$15.00	\$20.00	
25' (16 GA.) EXTENSION CORD	\$9.00	\$11.00	
EASEL	\$15.00	\$20.00	
ROUND PEDESTAL TABLE SKIRTED (24" W x 30" H)	\$45.00	\$55.00	
ROUND PEDESTAL TABLE SKIRTED (24" W x 40")	\$55.00	\$65.00	

TABLES 30" H x 2' W	DISCOUNT RATE	STANDARD RATE	QUANTITY
4' LONG TABLE, SKIRTED 3 SIDES	\$55.00	\$65.00	
6' LONG TABLE, SKIRTED 3 SIDES	\$65.00	\$75.00	
8' LONG TABLE, SKIRTED 3 SIDES	\$70.00	\$80.00	
4' LONG TABLE, NOT SKIRTED	\$30.00	\$35.00	
6' LONG TABLE, NOT SKIRTED	\$35.00	\$40.00	
8' LONG TABLE, NOT SKIRTED	\$40.00	\$45.00	
COUNTER TABLES 40" H x 2' W			
4' LONG COUNTER, SKIRTED 3 SIDES	\$65.00	\$75.00	
6' LONG COUNTER, SKIRTED 3 SIDES	\$75.00	\$85.00	
8' LONG COUNTER, SKIRTED 3 SIDES	\$80.00	\$90.00	
4' LONG COUNTER, NOT SKIRTED	\$35.00	\$40.00	
6' LONG COUNTER, NOT SKIRTED	\$40.00	\$45.00	
8' LONG COUNTER, NOT SKIRTED	\$45.00	\$50.00	

SKIRT 4th SIDE OF TABLE			
SKIRT 4th SIDE of 30" TABLE (S)	\$20.00	\$25.00	
SKIRT 4th SIDE of 40" TABLE(S)	\$25.00	\$30.00	
SKIRT COLOR DESIRED: (INCLUDES WHITE VINYL TOP COVER)			
<input type="checkbox"/> RED	<input type="checkbox"/> SILVER	<input type="checkbox"/> BURGUNDY	<input type="checkbox"/> LIGHT GREEN
<input type="checkbox"/> WHITE	<input type="checkbox"/> TEAL	<input type="checkbox"/> HUNTER GREEN	<input type="checkbox"/> BEIGE
<input type="checkbox"/> BLUE	<input type="checkbox"/> BLACK	<input type="checkbox"/> GOLD	

EACH 10' BOOTH SPACE WILL CONTAIN THE FOLLOWING:

- THERE ARE NO PROVIDED TABLES OR CHAIRS!!
- THE VEHICLE DISPLAY AREAS WILL BE CARPETED!
- ALL OTHER EXHIBIT AREAS WILL BE ON CONCRETE SURFACE!

NAME OF EVENT: **2018 CENTRAL ILLINOIS AUTOSHOW – PEORIA CIVIC CENTER – PEORIA, ILLINOIS**

COMPANY: _____ BOOTH # _____

ORDERED BY: _____ PHONE #: (____) _____

THIS PAYMENT POLICY ONLY APPLIES TO PEORIA FLAG AND DECORATING ORDERS



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PAYMENT POLICY

THIS SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER!

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER FOR ANY RENTALS OR SERVICES THAT ARE TO BE PROVIDED BY PEORIA FLAG & DECORATING CO., INC. A CREDIT CARD IS REQUIRED TO BE ON FILE EVEN IF YOUR ORDER IS PAID BY CASH OR CHECK. Payment in full for all rentals and services, including applicable state and local tax, must accompany your advance orders to qualify for the **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders receive without payment, after the stated deadline date, and for your orders placed at the show site will be charged at the **STANDARD RATE**. Charges are due and payable upon presentation of invoice at the show site. Credit will be extended to customers that have approved credit applications on file with Peoria Flag & Decorating Co., Inc. Payments received within 30 days of invoice date will be **NET**. After 30 days, a service charge of 2% per month (24% per annum) will be added to the unpaid balance of the invoice until it is paid.

CREDIT CARD INFORMATION MUST BE ON FILE TO COMPLETE YOUR ORDER EVEN IF YOU ARE PAYING BY CASH OR CHECK. ANY UNPAID BALANCES WILL BE CHARGED TO THE CREDIT CARD ON FILE.

VISA
 MASTER CARD
 AMERICAN EXPRESS
 DISCOVER
 EXPIRATION DATE: _____
 V-CODE: _____

V- CODE: AM EX-FRONT OF CARD, ABOVE CREDIT #, VISA/MC/DISC- BACK OF CARD, LAST 3 DIGITS IN SIGNATURE AREA

PRINT CARD HOLDER'S NAME: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

SIGNATURE OF CARDHOLDER _____ DATE SIGNED: _____

PLEASE INDICATE YOUR FORM OF PAYMENT

CREDIT CARD ON FILE Please use the above card on file for all charges, and for all remaining balances not covered by the check.

COMPANY CHECK Check Number: _____ Please make all checks payable to Peoria Flag & Decorating Co.

APPROVED HOUSE ACCOUNT Please charge at the **STANDARD RATE** all charges to our **APPROVED** Peoria Flag & Decorating Co House Account. We understand all terms and conditions.

PURCHASE ORDER (please attach copy) – P.O. #: _____ **DATE:** _____

AUTHORIZED SIGNATURE & TITLE: _____

NAME OF EVENT: 2018 CENTRAL ILLINOIS AUTO SHOW – PEORIA CIVIC CENTER – PEORIA, ILLINOIS

COMPANY NAME: _____ BOOTH # _____

ADDRESS: _____
(c/s/z) _____

E-MAIL: _____

ORDERED BY: _____ TITLE: _____ PHONE (____) _____