Excel Decorators, Inc. is pleased to have been selected as your Official Service Contractor for the 63rd Annual KWWOA Conference. Our goal is to assist in making your participation a success. Please review the following information and attached forms, **PAYING CLOSE ATTENTION TO DEADLINES FOR DISCOUNTED PRICES**. If you are not the person responsible for coordinating your exhibit, please route this information to the correct personnel.

**DEADLINE DATES:**

- **Advance Discount Prices Deadline:** Monday, March 23, 2020
  - Must include full payment, including sales tax
- **Shipping to Advance Warehouse Deadline:** Friday, April 3, 2020
- **Shipping Direct to Show Site Start Date:** Monday, April 6, 2020

**EXHIBITOR MOVE-IN:**
Monday, April 6, 2020
9:00 am – Noon

**SHOW HOURS:**

- **Monday:** April 6, 2020
  - 1:00 pm – 6:00 pm
- **Tuesday:** April 7, 2020
  - 7:30 am – 2:00 pm

**EXHIBITOR MOVE-OUT:**
Tuesday, April 7, 2020
2:00 pm – 5:00 pm

**SHIPPING INFORMATION**

- **To Advance Warehouse:**
  - Must Arrive by: 4 pm, Friday, April 3, 2020
  - KWWOA 2020
  - c/o Excel Decorators
  - 4000 Radio Drive, Bldg 5
  - Louisville, KY 40218

- **To Show Site:**
  - Cannot Arrive prior to 8 am on Monday, April 6, 2020
  - KWWOA 2020
  - c/o Excel Desk / Galt House Hotel
  - 140 N. 4th Street, 3rd Street Dock
  - Louisville, KY 40202

Shipping Labels are included within this Exhibitor Kit. Be sure to include Booth Number on ALL shipping labels. Exhibitors must fill out the Material Handling and Payment Forms within this kit. Freight without payment will be held until payment is made.

**PROVIDED FURNISHINGS:**

- Each 10’ x 10’ Booth Space
  - 8’ high background drapery (Black/Blue)
  - 3’ high side rail drapery (Black/Blue)
  - 8’ Skirted Table (White)
  - Plastic Side Chairs (2)
  - 7”x44” Identification Sign
  - Wastebasket
These items are provided to you by KWWOA and will automatically be installed in your booth space. You do not need to do anything in order to receive the items listed above. These items **CANNOT** be exchanged or returned for credit. Different furnishings are available in the Exhibitor’s Service Kit and may be rented at the stated prices.

**CARPETING:**
The facility is carpeted.

**PAYMENT POLICY:**
We require **100%** payment with the order for services, plus tax and anticipated freight handling charges. Credit card information for payment of advance orders and show site orders must be forwarded to Excel Decorators, Inc. in order for us to provide any equipment or services. All services/furnishings ordered on the show floor must be paid in full at the time the order is placed.

**UTILITY SERVICES:**
Electric – a 100 volt / 500 watt electrical outlet may be obtained at a charge of $95.00, but must be ordered directly through KWWOA before the deadline of March 23rd.

**MOVE-OUT PROCEDURE:**
Exhibitors are not permitted to remove their materials from the hall until the official closing announcement has been made.

**Note:** At the close of this event, **DO NOT** leave any items (display, literature, etc.) unattended in your booth. Excel Decorators Inc. and Show Management are not responsible for items left unattended.

**FREIGHT SHIPPING:**
**ALL** freight shipments **will incur a drayage (freight handling) charge**, regardless of where they are shipped – warehouse or show site. The weight listed on the in-bound bill of lading will serve as the basis for the drayage charges for that shipment (you may use a certified scale weight slip in lieu of a bill of lading).

Enclosed you will find information detailing the shipment of items to this event. **ALL** shipments **MUST be prepaid**. Excel Decorators **will not** accept unpaid shipments. All shipments **MUST be consigned to Excel Decorators, Inc** in order for us to accept them for handling. Excel Decorators, Inc. reserves the rights to refuse any shipment not properly consigned.

The Galt House Hotel **will not** accept direct shipments consigned to them as they do not have freight receiving or storage facilities. We have enclosed labels for your convenience to use when shipping to the warehouse in advance or directly to the show site. Please be aware of the deadline dates for receiving freight.

All shipments must have a **Bill of Lading or delivery slip showing the number of pieces, weight, and description of contents. Upon shipping, immediately forward a copy of the bill of lading to Excel Decorators, Inc. and your show site representative.**

The weight of your vehicle empty and loaded **MUST** be documented with certified weight receipts for billing purposes. Excel Decorators, Inc. will unload all shipments after your driver submits certified weight receipts at the receiving site.

**ANY** shipment received, at either the advance warehouse or show site, without payment information on file with Excel Decorators, Inc. will be held in receiving until **ALL** charges are **paid in full**.

No second party shipments will be received unless information, including credit card information, is on file with Excel Decorators, Inc.
EMPTY CARTON STORAGE: Empty cartons will be picked up, stored, and returned at the close of the show, IF they are affixed with the empty labels by the exhibitor. These labels are available at our Customer Service Desk and are for empty storage only. You will not be able to access the empty cartons during the show.

OUTBOUND FREIGHT: The official show carrier is ABF Freight. You may, however, choose another carrier for your outbound shipping.

It is the responsibility of each exhibitor to contact their freight carrier to arrange for pick-up of their shipment IF they are not using the official show carrier.

An Excel Decorators’ Bill of Lading is REQUIRED for ALL shipments regardless of carrier and must be turned in to the Excel Decorators’ Customer Service Desk. Please do not leave the building thinking someone else will take care of it for you. Excel Decorators, Inc. and Show Management are not responsible for items that do not have an Excel Decorators’ Bill of Lading on file. Bills of Lading and blank shipping labels are available at the Excel Decorators’ Customer Service Desk.

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**Special Note – Shipping UPS or FedEx**

If shipping UPS or FedEx, shipments MUST BE picked up BEFORE 5:00 pm Tuesday, April 7th. Shipments not picked up by this time will be re-routed on to the Official Show Carrier and you will be invoiced for payment by the Show Carrier. **NO EXCEPTIONS!**

All carriers must check in with Excel Decorators’ Freight Desk on-site at the Galt House Hotel NO LATER THAN 5:00 pm, Tuesday, April 7, 2020.

**Force/Re-Route Time: 5:00 pm Tuesday, April 7, 2020.**

Any shipment not picked up by 5:00 pm on Tuesday, April 7, 2020 will be FORCED/RE-ROUTED onto the official show carrier. You will either be invoiced for payment by the official show carrier or required to pay upon delivery of your shipment. **NO EXCEPTIONS!**

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**Special Note**

All outbound shipping paperwork and Excel Decorators’ Bill of Lading MUST be turned into the Excel Decorators’ Customer Service Desk. Excel Decorators, Inc. will not be responsible or liable for any items left on the exhibitor floor without the proper documents turned into the Excel Decorators’ Customer Service Desk. Forms can be picked up at the Excel Decorators’ Customer Service Desk.

AT NO TIME CAN ANY CARRIER OR INDEPENDENT CONTRACTOR SOLICIT ON THE EXHIBIT FLOOR.

ASSISTANCE: For questions, decorating and shipping assistance contact Excel Decorators, Inc., the Official Service Contractor, at 502-459-6300. Barb Arbuckle  barbuckle@excel-online.com Ben Allgeier  ballgeier@excel-online.com
Payment Authorization

Payment must be received by
March 23, 2020
For DISCOUNT RATES to apply

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • 502-459-6300

March 23, 2020
18KY110419

If you are going to utilize any services provided by Excel Decorators, Inc., this form must be completed and submitted. A credit card is required to be on file in order to process your order. If payment is to be made by Check, this credit card will not be charged as long as your account is current and/or alternate payment is received by the close of the show. Please indicate the method of payment you will be using for all services provided. If you fail to provide payment on your invoice at the close of the show, Excel Decorators, Inc. reserves the right to charge the remaining balance to this credit card. Please arrange for complete payment by the close of the show.

PAYMENT POLICY

Payment in full of all charges, including 6.0% tax, must accompany your Advance Order to qualify for DISCOUNT RATES. Payment may be made by check or credit card authorization. Orders received after the Discount Deadline and orders placed at Show Site will be charged at the STANDARD RATES. Charges are due and payable upon presentation of invoice at show.

A $55.00 BILLING CHARGE applies to all accounts not paid in full by close of show. After 30 days, any remaining balance on unpaid accounts will bear a FINANCE CHARGE of 1.5% per month which corresponds to an ANNUAL PERCENTAGE RATE OF 18%. All payments must reference show name, exhibitor name and booth number. There will be a $55.00 NSF FEE on all insufficient funds checks returned and a $40 SERVICE FEE will be charged for credit cards declined during the billing process.

MANDATORY CREDIT CARD INFORMATION TO BE PUT ON FILE

Enter Credit Card Information

☐ VISA ☐ MasterCard ☐ American Express

Enter card number without spaces Exp. Date (MM/YY) Security No.*

*Security Numbers for VISA and MC the last 3 digits of a number printed on the back of the card above the signature box. The Security Number for AMEX is a 4 digit number printed on the front of the card to the right and above the card number.

FORM OF PAYMENT

☐ Please use the ABOVE CREDIT CARD ON FILE for all charges incurred.

☐ COMPANY CHECK #

Make Checks payable to Excel Decorators, Inc.

☐ Please use the ABOVE CREDIT CARD ON FILE for all remaining balances not covered by the check.

THIRD PARTY BILLING

Excel Decorators, Inc. will present invoices to third parties at show site for payment of all services rendered provided the following conditions are met:

1. The third party payment information completed below must be acceptable by Excel Decorators, Inc. Also, the credit card information below must be submitted to Excel. Payment may be made by check, credit card or money order. Orders placed at the show will be charged at the STANDARD RATES. Charges are due and payable upon presentation of invoice at show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. **CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.

2. If there is any doubt who is to be charged for any services, the exhibitor firm will be charged. The exhibitor firm is ultimately responsible for the payment of all charges. ExcelDecorators, Inc. reserves the right to deny Third Party Payment terms to any party.

3. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this form. Otherwise, the request will be denied. If there is any doubt who is to be charged for a service, the exhibiting firm will be charged. The exhibiting firm is ultimately responsible for the payment of all charges. ExcelDecorators, Inc. reserves the right to deny Third Party Payment terms to any party.

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of all charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged at the STANDARD RATES. Charges are due and payable upon presentation of invoice at show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. **CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.

<table>
<thead>
<tr>
<th>Exh. Co. Name</th>
<th>Cont. Name-Title</th>
<th>Authorized Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Party Co. Name</td>
<td>Third Party Cont. Name-Title</td>
<td>Third Party Authorized Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Enter Credit Card Information

☐ VISA ☐ MasterCard ☐ American Express

Enter card number without spaces Exp. Date (MM/YY) Security No.*

Items to be billed to Third Party: ______________________

To download forms, view rental items or for more information, please visit: www.exceldecorators.com
BOOTH SIGN POLICY

Each Exhibitor Is Provided With A Standard Booth Identification Sign At No Additional Charge.

If You Do NOT Return This Form -
Information for the booth sign will be generated from a database provided to us by Show Management.

Should you receive your Booth Sign at show site and it requires changes to be made from that information supplied to us by Show Management, the exhibitor shall be responsible for the production and delivery of a replacement Booth Sign and the below costs incurred. Excel Decorators is NOT responsible for any typographical errors and or otherwise erroneous information as provided to us by Show Management. In order to guarantee that the Exhibitor receives a Booth Sign that is free of errors, we strongly advise each Exhibitor to return this completed form with your order.

Replacement Booth signs will be subject to a $23.00 charge and incur a $26.25 delivery fee.

If You Do NOT Return This Form - You are responsible for the costs incurred to produce and deliver a replacement Booth Sign.

All standard booth signs will be black lettering on a white background and do not include any special artwork or logos. Signs are in ALL CAPITAL LETTERS and there is a maximum of 35 characters including spaces.

Enter Booth Sign Copy Below

7”
YOUR COMPANY NAME, INC. 123
44”

Enter “Name” Text

Maximum 35 characters includes spaces

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. **CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Name of EVENT/SHOW KWWOA 2020 BOOTH # PHONE #
FIRM Name PRINT YOUR Name Date
BILLING Address City, State ZIP
SIGNATURE Title E-mail

To download forms, view rental items or for more information, please visit: www.exceldecorators.com
Furniture & Floor Covering

Payment must be received by March 23, 2020 For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability as specified in the Excel Decorators service kit.

FAX forms to: 502-459-0390

**Discount Rate**

Show Colors are: Black & Blue

**Discount Rate**

Booth Size is: 8’ x 10’

**Discount Rate**

Aisle Carpet is: N/A

**Discount Rate**

**Discount Rate**

**Discount Rate**

**Discount Rate**

**Discount Rate**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon receipt of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order.

**Discount Rate**

CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.

**Discount Rate**

To download forms, view rental items or for more information, please visit: www.exceldecorators.com

Name of EVENT/SHOW: KWWOA 2020

FIRM Name ___________________________ PRINT YOUR Name ___________________________ Date ______________

BILLING Address ______________________ City, State ______ ZIP ________________

SIGNATURE ___________________________ Title ___________________________ E-mail ___________________________
# POSTER SIGNS

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Std. Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11&quot; x 14&quot; Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words)</td>
<td>$37.50</td>
<td>$47.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14&quot; x 22&quot; Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words)</td>
<td>$53.75</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22&quot; x 28&quot; Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words)</td>
<td>$75.00</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24&quot; x 36&quot; Foamcore Panel - 4 color process printing on vinyl mounted to .1875&quot; thick Foamcore (10 words).</td>
<td>$86.00</td>
<td>$111.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36&quot; x 36&quot; Foamcore Panel - 4 color process printing on vinyl mounted to .1875&quot; thick Foamcore (10 words)</td>
<td>$105.75</td>
<td>$137.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36&quot; x 48&quot; Foamcore Panel - 4 color process printing on vinyl mounted to .1875&quot; thick Foamcore (10 words)</td>
<td>$123.75</td>
<td>$160.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>38&quot; x 93&quot; Tall Foamcore Panel w/feet 4 color on vinyl mounted to .5&quot; thick Foamcore (10 words)</td>
<td>$314.25</td>
<td>$408.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>38&quot; x 93&quot; 2-Sided Tall Foamcore Panel w/feet (same as above with print on 2 sides)</td>
<td>$471.50</td>
<td>$612.75</td>
<td></td>
</tr>
</tbody>
</table>

# BANNERS

<table>
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<tr>
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<th>Description</th>
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<th>Std. Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3' x 6' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words)</td>
<td>$143.75</td>
<td>$187.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' x 6' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words)</td>
<td>$192.00</td>
<td>$249.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3' x 8' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words)</td>
<td>$192.00</td>
<td>$249.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' x 8' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words)</td>
<td>$255.75</td>
<td>$332.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3' x 10' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words)</td>
<td>$240.00</td>
<td>$311.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' x 10' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words)</td>
<td>$319.75</td>
<td>$415.50</td>
<td></td>
</tr>
</tbody>
</table>

# OPTIONS

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Std. Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add a cardboard easel back to any poster - suitable for posters on a tabletop</td>
<td>$11.00</td>
<td>$14.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add velcro backing to any poster (price per linear foot) - order Qty. as linear feet</td>
<td>$6.25</td>
<td>$8.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Lamination to any poster (price per square foot) - gloss or texture finish, order Qty. as sq. Ft.</td>
<td>$3.75</td>
<td>$4.75</td>
<td></td>
</tr>
</tbody>
</table>

## Need Something Special?
Excel Decorators has a full service in-house sign department that is capable of producing just about anything you might need. We have the capabilities to produce (but not limited to) all of the following:

- Backlit Transparent Graphics
- Large format Printing (8’ wide)
- Cut Vinyl Graphics
- Vehicle Graphics
- POP Display Graphics
- Floor Graphics
- Solvent Ink Printing
- CAD Drawings
- Die Cut Signs
- Creative Design

Please send artwork to the above e-mail address. (MAX=5mb)

Contact our Sign Department for a quote on your special needs:
signshop@exceldecorators.com

Acceptable file types: .EPS, .PDF, .TIF, .AI, High Res. JPGs

DO NOT SEND: .GIF, Word Docs. or Low Res. JPGs

Add applicable tax on SUMMARY PAGE

TOTAL

**FAX forms to: 502-459-0390**
## DELUXE ROLL-UP BANNER STAND

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Std. Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single Sided Banner Stand PURCHASE with banner</td>
<td>$467.00</td>
<td>$605.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Sided Banner Stand PURCHASE with 2 banners</td>
<td>$695.00</td>
<td>$903.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50 watt halogen spot light* mounted to top of stand</td>
<td>$32.75</td>
<td>$37.50</td>
<td></td>
</tr>
</tbody>
</table>

* Electrical connectivity not included - must order electric separately

**Portable banner stand attractively displays your message!**

This deluxe roll-up banner stands supports a vinyl banner measuring 81” tall by 32.5” wide. Have our designers prepare artwork for your approval or provide your own print ready design. Add a light mounted to the top for extra attention.

The stand will be delivered to your booth at exhibitor set-up. At the end of the show, simply release the top clasp, wind the banner back inside the base, pack it in the provided soft shell case and carry it home!

### Special Directions or notes:

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## STANDARD X-FRAME BANNER STAND

<table>
<thead>
<tr>
<th>Qty</th>
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<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X-Frame Stand PURCHASE with 24” x 63” Banner</td>
<td>$307.00</td>
<td>$399.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>X-Frame Stand PURCHASE with 32” x 71” Banner</td>
<td>$350.75</td>
<td>$456.00</td>
<td></td>
</tr>
</tbody>
</table>

**Economical stand travels where you go!**

This X-frame stand accommodates either a 24” x 63” vinyl banner or a 32” x 71” vinyl banner. It’s lightweight construction and ease of set up make it a practical and efficient point of advertisement. Stand breaks down quickly and stores in the provided carrying bag!

### Special Directions or notes:

---

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**Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order.**

Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. **CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**
**Wire Mesh Grid Wall**

Payment must be received by March 23, 2020

For DISCOUNT RATES to apply

FAX forms to: 502-459-0390

All orders subject to terms, policy and limit of liability as specified in the Excel Decorators service kit.

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Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • 502-459-6300

---

**Wire Mesh Panels / Hardware**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Stnd. Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Wire Mesh Grid Wall Panel - (Black, 2’ x 8’)</strong></td>
<td>$82.75</td>
<td>$111.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Grid Leg - (Black, price per leg)</strong></td>
<td>$12.50</td>
<td>$16.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>4-Way Connector Bracket - (Connects 4 panels at 90° angles, price per bracket)</strong></td>
<td>$3.00</td>
<td>$3.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Waterfall Display Arm - (Chrome, per arm)</strong></td>
<td>$10.50</td>
<td>$14.25</td>
<td></td>
</tr>
</tbody>
</table>

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**Individual Panel**

2’ x 8’

- Black Wire Mesh Grid Panels secured with plastic zip ties
- 4 panels mounted at 90 degrees using three 4-Way Connector Brackets
- Panel standing with 2 mounted Grid Legs
- Waterfall Display Arm is perfect for hanging product or bags

---

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order.

Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form.

ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. **CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

---

**Name of EVENT/SHOW** KWWOA 2020

**Booth #**

**Phone #**

---

**Firm Name**

**Print Your Name**

**City, State**

**ZIP**

**Signature**

**Title**

**E-mail**

---

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)
ELECTRIC SERVICE FOR EXHIBIT BOOTH

A 100 volt / 500 watt electrical outlet may be obtained at a charge of $95.00, but must be ordered directly through KWWOA before the deadline of March 23, 2020.
Material Handling Rates

Excel has been selected as EXCLUSIVE Drayage and Material Handling Contractor for this show.

1. Mail this form and your advance payment to the order processing address noted above as soon as possible.

2. All shipments must be consigned to Excel Decorators, Inc. All shipments must be sent pre-paid. Excel Decorators has the right to refuse any shipment that is not properly consigned. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

3. All Warehouse shipments must be received at least Two (2) business days (EXCLUDES SAT. & SUN.) prior to decorator move-in. Any materials received at warehouse after that date will be subject to an additional handling charge. Warehouse Hours are: 8am - 5pm / Mon. - Fri. / Closed on Holidays

4. Exhibitors requiring the use of docks to load or unload their vehicles/trucks are subject to Material Handling Rates referenced in this kit.

5. Actual Carrier shipping charges are billed through the Carrier. Rates below reflect Material Handling/Drayage charges ONLY.

Please select Shipping destination and estimate charges on the next page.

MATERIAL HANDLING RATES (200 lb. Minimum)

Crated/Skidded: Materials that are skidded or in any type of shipping container that can be unloaded at the dock without any additional handling.

Loose/Uncrated: Material delivered by the carrier in such a manner that it requires additional handling. Examples of addn'l. handling include, but are not limited to: constricted space unloading, loads mixed with pad wrapped material, loose or uncrated materials, unskidded boxes or cartons, and unskidded machinery with lifting bars or hooks. Federal Express, UPS, DHL and MOST package delivery services are included in this category due to their delivery procedures.

To WAREHOUSE: Advance Shipments to Warehouse MUST be received by 4:00pm on Friday, April 3, 2020

Shipment received and stored 30 days in advance and delivered to booth, removal and return of empty crates, handling of outbound shipment to common carrier.

DIRECT to SHOW: Direct to Show Shipments CANNOT arrive prior to 9:00am on Monday, April 6, 2020

Shipment received at exhibit facility and delivered to your booth, removal and return of empty crates, handling of outbound shipment to common carrier.

ENVELOPES and SMALL PACKAGES:

Small Packages received at our WAREHOUSE or at SHOW

ADV. to WAREHOUSE: $48.50 Per Shipmen

DIRECT to SHOW: $37.50 Per Shipmen

* PER CWT = PER 100 lbs. There is a 200 LB. MINIMUM, Weights will be rounded up to next CWT.

Special Services And Rates

Banding for the packaging of displays and equipment is available at the Drayage Contractors Service Desk for $.55 per lin. ft. plus labor at prevailing rates. Shrink wrap banding is available at $42.00 per skid. Forklifts and drivers are available for spotting equipment in the booth at the prevailing rates for equipment and labor.

Outbound Freight Will Be Forced If Not Picked Up Prior to 5:00pm ON Tuesday, April 7, 2020

FORCED Freight will be shipped using destination information available at show site and MIGHT NOT be shipped to your desired destination. Outbound Freight that cannot be FORCED from show site for any reason shall be returned to the Warehouse of Excel Decorators and stored until the exhibitor selected carrier can expedite shipment. There will be a $5.00 per pound surcharge for this service with a minimum charge of $120.00.

GENERAL INFORMATION AND TERMS: ALL SHIPMENTS MUST ARRIVE PREPAID

1. Rates quoted above apply on each shipment received, based on actual or estimated weight and are based on A 200 POUND MINIMUM CHARGE PER SHIPMENT WHETHER RECEIVED AT WAREHOUSE OR AT SHOW SITE. No allowance will be made for attrition during event.

2. EXCEL Decorators, Inc., as the EXCLUSIVE Material Handling Contractor, shall have control over all freight docks, doors, elevators and crate storage areas.

3. Exhibitors requiring the use of docks to load or unload their vehicles/trucks are subject to Material Handling Rates referenced in this kit. All materials will be weighed and charged accordingly. Forklift rates are not permissible for loading/unloading.

4. Shipments must be consigned to Excel Decorators, Inc. as the convention site does not have the facilities to receive such shipments and will refuse them.

5. Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

6. Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a bill of lading. In the event your special carrier fails to pick up within the allotted move-out time, such shipments will be rerouted by EXCEL Decorators, Inc., on designated carriers.

7. All shipments requiring special handling for any reason or due to length, width or height will be handled on a time and material basis.

8. Rates do not include movement or repositioning of equipment after first delivery to booth.

9. Although expedited to the best of our ability, EXCEL will not be responsible for delay of rush shipments. To avoid confusion, remove all expired shipping labels before outbound shipment.

10. Exhibits left on the Exhibit Floor without Return Instructions are subject to a 10% handling charge and will be forwarded to the permanent address of the Exhibitor or his agent, freight collector designated carriers, and no liability of any nature shall attach to Exhibit Management or to Excel Decorators. EXCEL will not be responsible for conditions, count or content until such time as exhibits or materials are picked up for removal after close of the exhibition.

11. EXCEL will not be liable hereunder if it is prevented from performing as specified by strike, fire, act of God, or for any other reason beyond its control.

12. IT IS UNDERSTOOD THAT ALL SHIPMENTS ARE RELEASED TO EXCEL AT A VALUE NOT TO EXCEED 30$ PER POUND, PER ARTICLE, WITH A MAXIMUM LIABILITY OF $50.00 PER SHIPMENT.

To download forms, view rental items or for more information, please visit: www.exceldecorators.com
Material Handling/Drayage

Payment must be received by March 23, 2020
For DISCOUNT RATES to apply
All orders subject to terms, policy and limit of liability as specified in the Excel Decorators service kit.

FAX forms to: 502-459-0390

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • 502-459-6300

[Excel Decorators Service Kit]

**ADVANCE SHIPPING (To Warehouse)**
To: (Name of Exhibitor & Booth Number)
For: KWWOA 2020
C/O: Excel Decorators
4000 Radio Drive
Bldg 5
Louisville, Kentucky 40218

Advance Shipments may be shipped up to 30 Days in advance, but MUST be received by 4:00pm on Friday, April 3, 2020

**DIRECT TO SHOWSITE SHIPPING**
To: (Name of Exhibitor & Booth Number)
For: KWWOA 2020
C/O: Excel Desk/Galt House Hotel
140 N. 4th Street, 3rd Street Dock
Louisville, Kentucky 40202

Direct Shipments WILL BE REFUSED prior to Excel’s Move-In and CANNOT arrive prior to 9:00am on Monday, April 6, 2020

**INBOUND SHIPMENTS (Minimum 200lbs. Per Shipment)**

<table>
<thead>
<tr>
<th>Pieces</th>
<th>Total Lbs.</th>
<th>Carrier</th>
<th>Ship Date</th>
<th>EST. Arrival Date</th>
<th>Materials are...</th>
<th>Shipping to...</th>
<th>CWT (min 2)</th>
<th>Rate*</th>
<th>EST. TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Shipping Information and Rates may be found on the previous page.

**OUTBOUND SHIPPING INFORMATION** (At Close of Show)

Ship To

Attention

City, State

Phone Number

Street Address

This is NOT a Bill of Lading, Please fill out a Standard Bill of Lading for outbound shipments and return a copy to Excel Service Desk.

**OUTBOUND MATERIAL DESCRIPTION**

- # Crates
- # Display Cases
- # Cartons
- # Skids
- # Carpets
- # Other ____________

Total Number of Pieces in Your Shipment ______

Notes: ____________

** SELECT OUTBOUND CARRIER **

- Designated GROUND Carrier - ABF Freight
- Designated AIR Carrier - NA
- Other Ground Carrier **
- Other Air Carrier **
- Other Van Line **

** NOTE: Designated Ground and Air carriers are listed in the “SELECT OUTBOUND CARRIER” section above. If using other carriers:
IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CALL THEIR CARRIER AND ARRANGE FOR PICKUP WITHIN THE ALLOTTED MOVE-OUT TIME. Excel will load out shipment when your carrier arrives. EXCEL CANNOT BE RESPONSIBLE FOR ANY ITEMS LEFT UNATTENDED ON THE SHOW FLOOR. (See limit of liability outlined in Material Handling Rates) All shipments will be sent COLLECT unless specific instructions are included.
Excel Decorators, Inc. Is not responsible for freight charges.

** Outbound UPS, FED EX and DHL Must have completed Air Bills with senders Account Number. Exhibitor is Responsible for Scheduling Pick-Up. **

**THIRD PARTY BILLING**

Company Name
Billing Address
City, State, ZIP

Payment Guaranteed By (PRINT)
Guarantor Signature
Phone Number
Date

Add applicable tax on SUMMARY PAGE

Total

---

To download forms, view rental items or for more information, please visit: www.exceldecorators.com
ADVANCE TO WAREHOUSE: Use the shipping labels below for shipments to be received IN ADVANCE at our Warehouse address. Please note the Advance Shipping Deadline on the labels. Shipments to arrive after this date must use DIRECT TO SHOWSITE shipping.

Exhibitor: ___________________________ Booth #: ___________

Ship to: **KWWOA 2020**

C/O: Excel Decorators  
4000 Radio Drive  
Bldg 5  
Louisville, Kentucky 40218

Advance Shipments may be shipped up to 30 Days in advance, but **MUST be received by 4:00pm on Friday, April 3, 2020**
DIRECT TO SHOWSITE: Use the shipping labels below for shipments to be received AT THE SHOWSITE address. Please note that Showsite Shipments CANNOT arrive earlier than the time stated on the labels as THEY WILL BE REFUSED by the facility.

Ship to: KWWOA 2020
C/O: Excel Desk/Galt House Hotel
140 N. 4th Street, 3rd Street Dock
Louisville, Kentucky 40202

Exhibitor: __________________________ Booth #: _________

Direct Shipments WILL BE REFUSED prior to Excel’s Move-In and CANNOT arrive prior to 9:00am on Monday, April 6, 2020
Install/Dismantle Labor

All orders subject to terms, policy and limit of liability as specified in the Excel Decorators service kit.

Payment must be received by March 23, 2020
For DISCOUNT RATES to apply
FAX forms to: 502-549-0390

Excel Decorators • PO Box 32084 • Louisville, KY • 40232 • 502-459-6300

HOURLY RATES

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate*</th>
<th>Std. Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time (One Hour Minimum per Person)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00am - 5:00pm / Monday-Friday</td>
<td>$69.00 pmh</td>
<td>$88.50 pmh</td>
</tr>
<tr>
<td>Overtime Pay (One Hour Minimum per Person)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00pm - 12:00am / Monday-Friday</td>
<td>$103.50 pmh</td>
<td>$132.75 pmh</td>
</tr>
<tr>
<td>All Day Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doubletime Pay (One Hour Minimum per Person)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00am - 8:00am / Monday-Friday &amp; ALL Day Sunday</td>
<td>$138.00 pmh</td>
<td>$177.00 pmh</td>
</tr>
</tbody>
</table>

It is the responsibility of the Exhibitor/Supervisor to SIGN IN LABOR prior to installation/dismantle and SIGN OUT LABOR upon completion. Failure to do so will result in the estimation of LABOR TIME by Excel Decorators.

*After one hour minimum, time is charged in one hour increments

Install / Dismantle

Date * Start Time NO. of Workers EST. Hours TOTAL Hours Hourly Rate EST. Cost

| Labor to Install display | X | = | X$ | = |
| Labor to Dismantle display | X | = | X$ | = |

Supervision

Exhibitor Supervision: *Start time will be guaranteed only where labor is ordered for the start of the work day (8:00am unless official set-up time begins later), since the time for completion of earlier jobs is approximate. The Exhibitor's show site representative must check in at the service desk to pick up laborers. Upon completion of the work, it is important for the exhibitor to sign people out at the service desk. If Exhibitor fails to pick up labor at the time ordered, a one hour per laborer "no-show" will be applied.

All Work Is Done Under Supervision Of The Exhibitor.

Excel Supervision: Excel Decorators, Inc personnel can supervise the installation and dismantling of your display. This will be in all cases when you will not have the personnel present to supervise. The charge for this service shall be 25% of the total labor bill.

All Work Is Done Under Supervision Of The Excel Decorators.

Information needed for Excel Supervision (Please check all that are applicable)

- Number of crates or cases
- Special Instructions Attached
- Self Contained Unit
- Set-Up Plans Attached
- Photo Attached
- Set-Up Plans in Crate #

If Ordering Excel Supervision

ADD 25% HERE

TOTAL

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. **CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.

To download forms, view rental items or for more information, please visit: www.exceldecorators.com

Name of EVENT/SOWH KWWOA 2020 BOOTH # PHONE # ( )

FIRM Name ___________________________ PRINT YOUR Name ___________________________ Date ________________

BILLING Address ___________________________ City, State ___________________________ ZIP ________________

SIGNATURE ___________________________ Title ___________________________ E-mail ___________________________
Show Management Provides Vacuuming Of Aisles Nightly

1. Individual cleaning for your booth may be ordered by checking below the services desired.
2. Carpet is installed show ready.
3. Charges based upon gross exhibit booth area.

Additional cleaning as follows:

**CARPET CLEANING**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Stnd. Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ONE TIME Vacuuming on (day/date): ______________</td>
<td>$0.36 psf</td>
<td>$0.40 psf</td>
</tr>
<tr>
<td>☐ Vacuuming BEFORE INITIAL OPENING of exhibit and DAILY thereafter</td>
<td>$0.32 psf/day</td>
<td>$0.37 psf</td>
</tr>
</tbody>
</table>

**EXHIBIT CLEANING**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Stnd. Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ONE TIME Cleaning and dusting of Display Structure and Furnishings on (day/date): ______________</td>
<td>$0.21 psf</td>
<td>$0.22 psf</td>
</tr>
<tr>
<td>☐ Cleaning and dusting of Display Structure and Furnishings BEFORE INITIAL OPENING of exhibit and DAILY thereafter</td>
<td>$0.17 psf/day</td>
<td>$0.18 psf</td>
</tr>
</tbody>
</table>

* Porter Service available upon request.

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. **CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

**Add applicable tax on SUMMARY PAGE**

<table>
<thead>
<tr>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

Name of EVENT/SOW: **KWWOA 2020**

BOOTH #: ______ PHONE #: ______

FIRM Name: ______________________ PRINT YOUR Name: ______________________ Date: __________

BILLING Address: __________________ City, State: __________________ ZIP: __________

SIGNATURE: ______________________ Title: ______________________ E-mail: ______________________

To download forms, view rental items or for more information, please visit: www.exceldecorators.com
The Official Service Contractor is appointed to:

a. Insure the orderly and efficient installation and removal of the overall exposition,
b. Assure the distribution of labor to all Exhibitors according to the need,
c. Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
d. See that the proper type and limits and insurance are in force, and
e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Services contractor will provide all usual trade show service, including labor. Exceptions are:
f. Supervision may be provided by the Exhibitor,
g. The Exhibitor may appoint an outside independent contractor (EAC) for installation and dismantle only of the Exhibitor’s display.

The Exhibitor MUST notify Excel Decorators of its intention to utilize its own appointed independent contractor on the form provided in this manual No Later than March 23, 2020.

Exhibitors may employ the service of independent contractors (EAC) to supervise the installation and dismantle of their display, providing that the Exhibitor and the EAC comply with the following requirements:

1. The EAC must have all licenses, permits and/or bondings required by federal, state, county or municipal governments and the exposition hall management prior to commencing work and shall provide Excel Decorators with evidence of such compliance.

2. The EAC must carry comprehensive general liability insurance with limits of liability of not less than $1,000,000 combined single limits for bodily injury and property damage; comprehensive automobile liability insurance for all owned and non-owned vehicles in amounts not less than $1,000,000 for bodily injury and property damage and including loading and unloading hazards; and Workers’ Compensation insurance with minimum limits of liability as required by Kentucky statutes. The insurance carriers providing such insurance shall have no less than an “A” rating according to A.M.’s Best’s rating and shall be authorized to do business in Kentucky. EAC shall provide EXCEL DECORATORS — NO LATER THAN March 23, 2020 with a Certificate of Insurance showing coverages, amounts and policy coverage periods. An EAC who fails to submit such Certificate of Insurance shall not be granted permission to perform any services at the show.

3. The EAC must follow scheduled work times or pay any additional costs incurred because of extended work hours. The EAC must adhere to all rules of ingress and egress.

4. The Exhibitor, in writing, must notify EXCEL DECORATORS of their intention to utilize an independent contractor (EAC) NO LATER THAN March 23, 2020. The Exhibitor must furnish the name, address, telephone number, and email of the EAC contact person and firm. Letters as such from the EAC are neither valid nor acceptable. (See EAC Authorization form in the service kit) Only the exhibitor named EAC’s employees will be authorized on the show floor. Employees of third parties named or subcontracted by the EAC will not be authorized admittance on the show floor unless those employees are named and badges as specified below. The EAC must furnish Excel Decorators with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the EAC containing the EAC name, employee’s name, & Exhibiting Company’s name, PLUS wear a supplied exhibitor work pass if required by Show Management.

5. The EAC MAY NOT solicit business on the Show floor. All EAC personnel must confine all activities to the booth(s) of their client(s) and may not enter the display area of a non-client for any purpose.

6. The EAC must confine his operation to the exhibit area of his client(s). No service desks, storage areas or other work facilities will be located elsewhere in the exposition halls.

7. The EAC must comply with all labor agreements and practices and must not commit or allow to be committed by persons in his employ any acts that could lead to work stoppages, strikes or labor problems.

8. The Show floor, aisles, loading docks, service and storage areas will be under the control of the official General Service Contractor. The EAC must coordinate all his activities with the Official General Service Contractor, Excel Decorators, Inc.

9. In performing work for his client(s), the EAC shall cooperate fully with the Official General Service Contractor and assist him in fulfilling his responsibilities.

10. The EAC will share with the official contractor all reasonable costs related to its operation; including overtime pay for stewards, restoration of Exhibit Space to its initial condition, etc.

11. The EAC must comply with all local labor regulations.

12. EAC should be advised not to store their tools, ladders, and etc. in the crates.

13. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, NO contractor or supplier other than the Official Services Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space. Exhibitors and EACs are not permitted to use forklifts and motorized pallet jacks.

14. Excel Decorators, Inc. has the option to not allow any work to begin until the EAC complies with the above Rules and Regulations.
Notice of Intent to Use Exhibitor Appointed Independent Contractor

This form MUST be submitted by Exhibitor if ANY contractor not listed in the Exhibitor’s Manual will be used by Exhibitor, including display builder, if a representative will be on-site.

Please refer to the EAC POLICIES sheet included in this Exhibitor Kit. It outlines the regulations for the use of EAC’s, and the rules and policies EAC’s are expected to abide by during all phases of this event.

Please DO NOT fill out this sheet without having first read this very important EAC POLICIES sheet.

This form MUST BE returned by the above deadline in order to use EAC services.

EXHIBITOR / EAC INFORMATION

Exhibiting Company: _________________________________________________________________

Company Contact: ________________________________________________________________

Telephone: (______) _______________________  FAX: (______) _________________________  Booth #(#s):__________________________

I/we intend to use the following company to service our exhibit at the following event:

Independent Contractor: ____________________________________________________________

Mailing Address: ________________________________________________________________

City: __________________ State: _______ ZIP: __________________

Contact: ________________________________________________________________

E-mail address: ________________________________________________________________

Telephone: (______) _______________________  Fax: (______) _________________________

Service(s) to be provided by the above independent contractor: ______________________

EXHIBITOR AUTHORIZATION

I/we agree that all rules and regulations governing the use of an exhibitor-appointed independent contractor will be followed.

Submitted by: ____________________________  Type or print name ________________________

Authorized Exhibitor signature __________________  Date ____________________________

THIS FORM MUST BE SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY, NOT THE EXHIBITOR-APPOINTED INDEPENDENT CONTRACTOR

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. **CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.

Name of EVENT/SWWOA 2020  BOOTH # __________ PHONE # (______)________________________

FIRM Name ______________________ PRINT YOUR Name ______________________ Date ______________

BILLING Address __________________________ City, State ______________________ ZIP __________

SIGNATURE ___________________________ Title ___________________________ E-mail ___________________________

To download forms, view rental items or for more information, please visit: www.exceldecorators.com
All orders must be received in our office with payment by the Discount Deadline Date to qualify for Discount Rates. Orders received before the Discount Deadline Date but without payment will be charged at Standard Rates unless payment is received before the Discount Deadline expires. Exhibitors placing orders with a Tax Exempt Organization must also include a copy of their Tax Exempt Certificate with their order.

* Order Forms for services NOT provided by Excel Decorators, will need to be submitted with payment to their respective addresses. These might include (but are not limited to) Utility Services (Electrical, Telephone, Cable TV, Compressed Air/Gas, Fiber Optic) or other miscellaneous services provided by the facility or outside sub-contractors.

Please Check the forms you are returning with your order and fill in individual totals from each page.

**NON-TAXABLE ITEMS**

- Payment Authorization
- Booth Sign
- Material Handling/Drayage
- Install/Dismantle Labor
- Custom Cleaning
- EAC Authorization

**TAXABLE ITEMS**

- Furniture & Floor Covering
- Signs & Banners
- Banner Stands
- Wire Mesh Grid Wall

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- Booth Sign
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To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)