



**Name of Show:** HBA Akron Home & Flower Show 2016  
**Date of Show:** February 26 – February 28, 2016

Dear HBA Akron Home & Flower Show Exhibitor,

Enclosed are a series of forms from Miller's Convention and Trade Show Services. As your service decorator it is our responsibility to provide you equipment and services to enhance your booth space and assist with your material handling needs. You may also go online to [www.millersexpo.com](http://www.millersexpo.com) to fill out these forms to email or fax.

**Furniture and Accessories Order Form:**

This is a list of equipment that is available to you for the show to use within your booth space. If there are items you need that are not listed give us a call (330) 753-9104.

**Material Handling Order Form:**

Advance shipments can be sent to Miller's Convention & Trade Show Services at 869 West Waterloo Road, Akron, Ohio 44314. Please arrange shipment to arrive between 2/01/2016 and 2/15/2016. Miller's will deliver your freight to the John S. Knight Center directly to your booth space.

**Credit Card Authorization & Payment Information Form:**

Miller's will use this form for payment purposes. If paying by check, this form can be mailed with your payment directly to us.

Please note the deadline for advanced rates is February 15, 2016. Orders after that date will be charged the standard show rates.

If there are any services or equipment not listed in this packet, please call for more information.

If we can be of further assistance, please contact Dean Miller at **330-753-9104**.

See you at the Show!!!

Sincerely,  
Dean Miller  
Miller's Party Rental Center, Inc.  
Miller's Convention and Trade Show Services

# Exhibitor Furniture & Accessories Order Form



<b>Name of Show:</b>	<b>HBA Akron Home &amp; Flower Show 2016</b>
<b>Date of Show:</b>	February 26 – February 28, 2016

Payment in full must accompany your advance order to qualify for Advance Rates. Deadline Date is **2/15/2016**. Orders without payment, orders received after the Deadline Date, or orders placed at the exhibit site will be charged the Show Rates. All payments should include sales and/or use taxes, as indicated. All payments must be made in U.S. funds.

Qty.	Description	Adv. Rate	Show Rate	Total
<b>ROUND TABLES</b>				
	36" x 30" Tall, Plain	\$20.00	\$24.50	
	Table Cloth To Floor	\$15.00	\$20.00	
	36" x 40" Tall, Plain	\$25.00	\$29.50	
	Table Cloth To The Floor	\$20.00	\$25.00	
<b>OBLONG TABLES (With Skirt &amp; Cover)</b>				
	3'L x 30"W x 30"H	\$45.00	\$55.00	
	4'L x 30"W x 30"H	\$47.00	\$57.00	
	5'L x 30"W x 30"H	\$49.00	\$59.00	
	6'L x 30"W x 30"H	\$55.00	\$65.00	
	6'L x 18"W x 30"H	\$45.00	\$55.00	
	8'L x 30"W x 30"H	\$58.00	\$68.00	
	8'L x 18"W x 30"H	\$47.00	\$57.00	
	2 <sup>nd</sup> Level Bar Tier for 6' Table	\$35.00	\$45.00	
	If Skirt/Cover Not Needed, Deduct	\$20.00	\$25.00	
Draping for tables and counters includes white vinyl top and pleated skirt on three sides.				
<b>Linen Color Choice:</b>				
<input type="checkbox"/> Gold <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Dk. Green				
<b>OPTIONAL 4<sup>th</sup> SIDE DRAPED</b>				
	Feet @ Per Foot Cost	\$4.00	\$5.00	
<b>CANCELLATION/REFUND POLICY:</b> Items cancelled after move-in will be charged 50% of original price. No refunds or credit will be given after the close of the event regardless of usage.				

Qty.	Description	Adv. Rate	Show Rate	Total
<b>SEATING</b>				
	Plastic Contoured	\$5.00	\$8.50	
	Padded Black Chairs	\$9.00	\$12.50	
	Stool	\$12.50	\$15.00	
<b>ACCESSORIES</b>				
	Adjustable Easel	\$15.00	\$18.00	
	Stanchions, Plastic w/Chain	\$10.00	\$12.50	
	Stanchions – Chrome	\$15.00	\$20.00	
	LED Uplight	\$28.00	\$30.00	
	Raffle Drum	\$15.00	\$18.00	
	20 Gal. Trash Can	\$7.50	\$9.00	
	4' x 8' Tack Boards	\$30.00	\$40.00	
	Table Leg Extensions	\$12.50	\$18.00	
	Skirt for 42" Tall Table	\$30.00	\$40.00	
<b>FLOOR COVERINGS</b>				
<b>Grey or Red Carpet Sections:</b>				
	9' x 10'	\$35.00	\$40.00	
	9' x 20'	\$65.00	\$70.00	
	9' x 30'	\$90.00	\$95.00	
<b>Turf Sections:</b> (Select Color) <input type="checkbox"/> Green <input type="checkbox"/> Black				
	12' x 10'	\$25.00	\$30.00	
	12' x 20'	\$40.00	\$45.00	
	12' x 30'	\$65.00	\$70.00	
<b>Total All Items Ordered</b>				<b>\$</b>
<b>6.75% Sales / Use Tax</b>				<b>\$</b>
<b>Total Amount Enclosed</b>				<b>\$</b>

Please complete Credit Card Authorization & Payment Information form and return along with this order. Thank you.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purchase Order # \_\_\_\_\_ Booth # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

869 West Waterloo Road  
Akron, OH 44314

(330) 753-9104 Akron  
(330) 494-6622 Canton

(330) 753-9298 Fax

E-Mail: [cdm@millersparty.com](mailto:cdm@millersparty.com)

Web: [www.millersparty.com](http://www.millersparty.com)

# Material Handling Order Form



<b>Name of Show:</b>	<b>HBA Akron Home &amp; Flower Show 2016</b>
<b>Date of Show:</b>	February 26 – February 28, 2016

**Check One:**

**\*\*HBA Akron Home & Flower Show 2016\*\***

\_\_\_\_\_ We plan to ship our crated/boxed material to the Advance Shipment location.  
Materials must arrive between: 02/01/2016 and 02/15/2016

Miller's Convention Services  
869 W. Waterloo Rd.  
Akron, OH 44314

\_\_\_\_\_ We plan to return freight and ship out bound from Miller's \_\_\_\_\_ (Preferred Carrier)  
**(Please attach copies of your bills of lading, if available)**

Our targeted ship date is: _____	No. of Pieces	Weight
Material targeted arrival date is: _____	_____ Crates(s)	_____
Carrier: _____	_____ Carton(s)	_____
Pro# (if available) _____	_____ Case(s)	_____
Origin of Shipment (City): _____	_____ Box (es)	_____
(State): _____	_____ Total Weight	_____

**Calculation of Order:** When recording weight, please round up to the next 100lbs.  
(i.e.: 270 lbs. = 300 lbs., 3 X Rate = Dollars or minimum, whichever is greater.)

Advance Crated Shipment to the Advanced Shipment Location		
We will ship _____ lbs. @ \$50.00 per 100lbs.	\$40.00 Minimum	\$ _____
Shipments Requiring Special Handling at the Exhibit Site		
We will ship _____ lbs. @ \$50.00 per 100lbs.	\$100.00 Minimum	\$ _____
Outbound Shipping from the Exhibit Site		
We will ship _____ lbs. @ \$25.00 per 100lbs.	\$50.00 Minimum	\$ _____
	Total All Lines	\$ _____
	6.75% Sales / Use Tax	\$ _____
	Payment Enclosed	\$ _____

Note: We realize that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department by calling (330) 753-9104.

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_ Booth # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Web: [www.millersparty.com](http://www.millersparty.com)

