



Show Information

National Main Streets Conference
Cox Business Services Convention Center
May 3-4, 2010

Official Service Contractor

Event 1 Productions, Inc.
1601 S. 129th W. Ave.
Sand Springs, OK 74063

Phone (Local): 918-245-8006
Fax: 918-245-8007
Online: www.event1inc.net

Show Information

Back wall Drape: Blue/Red/Blue
Sidewall Drape: Blue
Table Skirting: Red
Aisle Carpet: Blue

Show Location

Cox Business Services Convention Center
1 Myriad Gardens
Oklahoma City, OK 73102

Booth Package

Booth Size: 10'X10'
8' Back Drape and 3' Siderail
1-6' Skirted Table
2-Folding Chairs
1-Wastebasket
1-ID Sign (7'X40")

Please Note: Carpet is not provided within your booth package. Electric is not provided in the booth package. If you would like to order Electric, Internet or Telephone Services, please go to www.event1inc.net and click on the National Main Streets Conference go to forms link. From there you can download the Cox Forms.

Important Dates: Be sure to check all order forms for additional information and deadlines:

| | | |
|----------------------|--|------------------|
| Wednesday, April 21: | Discount Deadline for orders received with payment | |
| Monday, April 5: | Advance Shipments may begin arriving at Warehouse | |
| Thursday, April 29: | Last day for Advance Shipments to be accepted (4:30 PM CT) | |
| May 1-2: | Only days for Direct Shipments to arrive at Exhibit Site | |
| Sunday, May 2: | Installation | 8:00am- 5:00 pm |
| Monday, May 3: | Show Hours | 12:00 pm-7:00 pm |
| Tuesday, May 4: | | 8:00 am-2:00 pm |
| Tuesday, May 4: | Dismantle | 2:00 pm-7:00 pm |

Exhibitors using a non-official carrier will need to make their own arrangements for pickup. Please make sure that a company representative will be on-site to oversee the outbound shipment of your display and products. All exhibitor freight materials must be removed by 5:00 pm on May 4, or it will be forced out through Yellow Transportation collect to the exhibiting company.

Shipping Addresses

Advance Shipments to Warehouse

Company Name & Booth #
National Main Streets Conference
C/O Event 1 Productions, Inc.
Yellow Freight
8000 SW 15th St.
Oklahoma City, OK 73128-9595

Shipments should arrive between:
April 5-29, 2010 by 4:30 pm Central Time

Direct Shipments To Exhibit Site & for Pick-up

Company Name & Booth #
National Main Streets Conference
C/O: Event 1 Productions, Inc.
1 Myriad Gardens
Oklahoma City, OK 73102

Shipments will be accepted only on:
May 1-2, 2010 by 4:00 pm Central Time

Shipment Pickups will be accepted until:
Tuesday, May 4, 2010 by 6:00 pm Central Time

All freight that is being delivered directly to the Cox Convention Center must be received on Tuesday, May 4, 2010. Freight deliveries sent directly to the facility will be received by Event 1 Productions, Inc. and are subject to Event 1 Productions, Inc. freight handling charges regardless of the consignee, as Event 1 Productions, Inc. is the official show contractor. If your freight arrives at the facility prior to the published freight receiving dates, it will not be accepted.

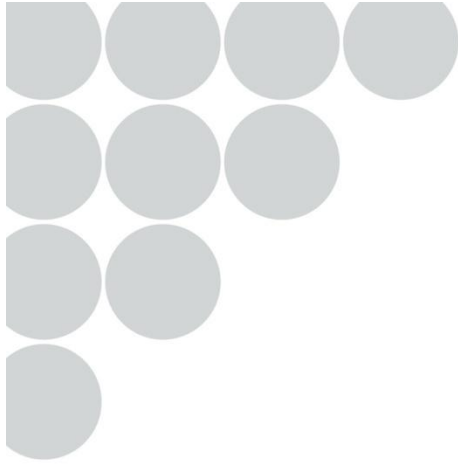
If there are any specialty furniture items, theme décor, services not listed that you would like for your booth or assistance with your booth, please contact:

Corbin H. Potter
Event 1 Productions, Inc.
918-245-8006 – Office
918-695-5188 - Cellular
Corbin@Event1inc.net

We look forward to the opportunity to serve you and helping the National Trust Main Street Center of the National Trust for Historic Preservation make this year's Conference a great success!

Sincerely,

Corbin H. Potter
Convention Services Director
Event 1 Productions, Inc.



Standard Booth Furniture and Accessories



Skirted Tables



Standard Counter High Stool



Padded Arm Chair



Folding Chair

Styles may vary due to availability



Premium Booth Furniture and Accessories



Black Leather Chair



Black Leather Loveseat



6 Pocket Literature Rack



Premium Counter High Stool



Black Leather Couch



Plasma and Spandex Stand (Appx. 6' Tall)



Presentation Board

Blank Lumaline Counter



Lumaline Counter w/ Custom Graphics



Exhibitor Booth Name & Booth Number
National Main Streets Conference 2010
C/O: Event 1 Productions, Inc.
Yellow Freight
8000 SW 15th St.
Oklahoma City, OK 73128

ADVANCE RECEIVING



Exhibitor Booth Name & Booth Number
National Main Streets Conference 2010
C/O: Event 1 Productions, Inc.
1 Myriad Gardens
Oklahoma City, OK 73102

DIRECT SHIPMENT



PLEASE RETURN TO:

Event 1 Inc.

1601 S. 129th W. Ave.

Sand Springs, OK 74063

T: 918.245.8006

F: 918.245.8007

Material Handling Limits of Liability

Pg. 1

Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

1. Event 1 Productions shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Event 1 Productions shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth.
3. Event 1 Productions shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to Event 1 Productions by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Event 1 Productions shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Event 1 Productions by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Event 1 Productions shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Event 1 Productions shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Event 1 Productions is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Event 1's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Event 1 Productions within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Event 1 Productions or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Event 1 Productions for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Event 1 Productions assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Event 1 Productions labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Event 1 will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.



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Material Handling Limits of Liability

Pg. 2

11. In order to expedite removal of materials, Event 1 Productions shall have authority, without further clearance from exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors.
13. Payment for all labor and services will be the responsibility of the exhibitor.
14. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Event 1 Productions relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Event 1 Productions for Drayage or any other services provided by Event 1 Productions as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Event 1 Productions at the close of the show for all such charges, and they further agree that any claim they may have against Event 1 Productions shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
15. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
16. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
17. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
18. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Event 1 Productions is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Event 1 Productions hereunder are based on the value of the material handling services and the scope of Event 1 Productions liability as set forth above.

Event **1** Audio Visual Services

Let Event 1 help by bringing all the pieces together to help you stand out in the crowd. From decor to audio-visual requirements and equipment rental to printed materials, Event 1 can plan your next event from start to finish or simply provide you with that extra little kick that you might be missing.





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Audio Visual Services

Pg. 1

| | |
|--|-------------------|
| SHOW NAME National Main Streets Conference 2010 | BOOTH #/ |
| COMPANY | CONTACT |
| Address: | City, State, ZIP: |
| Telephone: Fax: | Email Address: |

| Item Description | Quantity | Daily Discount Rate | Daily Standard Rate | Total |
|-------------------------------------|----------|---------------------|---------------------|-------|
| 20+Color Monitors (RCA & S-Video) | | \$65.00 | \$81.25 | |
| 27+Color Monitors (RCA & S-Video) | | \$94.00 | \$117.50 | |
| 42+LCD Displays | | \$400.00 | \$500.00 | |
| 42+Plasma Displays | | \$400.00 | \$500.00 | |
| 50+LCD Displays | | \$750.00 | \$937.50 | |
| 50+Plasma Displays | | \$750.00 | \$937.50 | |
| Dual Post Plasma Stand | | \$75.00 | \$93.75 | |
| 19+LCD Monitor | | \$150.00 | \$187.50 | |
| 37+LCD Monitor | | \$350.00 | \$437.50 | |
| 65+LCD Display | | \$850.00 | \$1062.50 | |
| DVD Player | | \$40.00 | \$50.00 | |
| DVD Recorder | | \$125.00 | \$156.25 | |
| | | | | |
| Overhead Projector | | \$45.00 | \$56.25 | |
| LCD DLP-XGA Projector (3000 lumens) | | \$350.00 | \$437.50 | |
| LCD DLP-XGA Projector (3500 Lumens) | | \$400.00 | \$500.00 | |
| LCD DLP-XGA Projector (6500 Lumens) | | \$750.00 | \$937.50 | |
| 60x60+Tripod Screen | | \$45.00 | \$56.25 | |
| 9x12qFast Fold Screen | | \$200.00 | \$250.00 | |
| 10.5x14qFast Fold Screen | | \$220.00 | \$275.00 | |

| | | |
|---|----------------------|----------|
| <p>Discount Deadline: April 21, 2010 @ 5:00 PM Central Time</p> <p>All payments must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.</p> <p>Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of listed prices.</p> | Sub-Total | |
| | Sales Taxes (9.017%) | |
| | Delivery/Pickup Fee | \$ 50.00 |
| | Total Due | |



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Official Service Contractors and Exhibitor Appointed Contractors

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed official service contractors to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

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

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

- The exhibitor must notify show management in writing and Event 1 Productions of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The exhibitor shall provide evidence that the exhibitor appointed contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and workers compensation naming Event 1 Productions as additional insured, to show management and Event 1 Productions at least 30 days before the show opening.
- The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor must have all business licenses, permits and workers compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide show management with evidence of compliance.
- The exhibitor appointed contractor will share with Event 1 Productions all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.

- The exhibitor appointed contractor must furnish show management and Event 1 Productions with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management.
- The exhibitor appointed contractor shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
- The exhibitor appointed contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
- The exhibitor appointed contractor shall provide, if requested, evidence to Event 1 Productions that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Event 1 Productions. The exhibitor appointed contractor must coordinate all of its activities with Event 1 Productions.
- For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor 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.



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Set Up and Teardown Labor Service Rates

| | |
|--|-------------------|
| SHOW NAME National Main Streets Conference 2010 | BOOTH #/ |
| COMPANY | CONTACT |
| Address: | City, State, ZIP: |
| Telephone: Fax: | Email Address: |

1 Hour Minimum on All Labor Service Orders.

| Labor Rates | | | | |
|----------------|------------------|-----------------|------------|---------------|
| | Time | Days | Disc. Rate | Standard Rate |
| Straight Time: | 8:00 AM-5:00 PM | Monday-Friday | \$65.00 | \$97.50 |
| Over-Time: | 6:00 AM-8:00 AM | Monday-Friday | \$97.50 | \$146.50 |
| | 5:00 PM-12:00 AM | Monday-Friday | \$97.50 | \$146.50 |
| | Entire Day(s) | Saturday-Sunday | \$97.50 | \$146.50 |
| Double-Time: | 12:00 AM-6:00 AM | Every Day | \$130.00 | \$195.00 |
| | Entire Day(s) | Holidays | \$130.00 | \$195.00 |

Booth Description:

Type of Display: Portable Booth Custom Booth Table Top Display Other

Please include all necessary directions for displays, including pictures, renderings, etc.



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Floral Services

| | |
|--|-------------------|
| SHOW NAME National Main Streets Conference 2010 | BOOTH #/ |
| COMPANY | CONTACT |
| Address: | City, State, ZIP: |
| Telephone: Fax: | Email Address: |

Rental Items:

Price includes set up, daily watering if necessary, removal at the close of the show. It is the exhibitors responsibility for any missing or damaged plants, additional charges will be applied. Subject to seasonal availability.

| Item Description | Quantity | Discount Rate | Standard Rate | Total |
|--------------------------|----------|---------------|---------------|-------|
| Seasonal Flowering Plant | | \$35.00 | \$43.75 | |
| Green Plants - 10-12+ | | \$29.50 | \$36.88 | |
| Green Plants - 2-3q | | \$40.00 | \$50.00 | |
| Green Plants - 3-4c | | \$45.00 | \$56.25 | |
| Green Plants - 5-6c | | \$60.00 | \$75.00 | |
| Green Plants - 7c | | \$75.00 | \$93.75 | |
| Ficus Tree 8c-10c | | \$85.00 | \$106.25 | |
| Glass Card Bowl | | \$20.00 | \$25.00 | |

Items for Purchase:

| Item Description | Quantity | Discount Rate | Standard Rate | Total |
|------------------------------|----------|---------------|---------------|-------|
| Floral Arrangements - Small | | \$45.00 | \$56.25 | |
| Floral Arrangements - Medium | | \$55.00 | \$68.75 | |
| Floral arrangements . Large | | \$85.00 | \$106.25 | |

Custom Arrangements:

For custom floral arrangements or theme décor please contact:

Becky Stone
918-245-8006 - Office
888-712-8922 . Toll Free
Becky@event1inc.net

| | | |
|---|----------------------|--|
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| | Sales Taxes (9.017%) | |
| | Total Due | |



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Custom Signage and Display Options

| | |
|--|-------------------|
| SHOW NAME National Main Streets Conference 2010 | BOOTH #/ |
| COMPANY | CONTACT |
| Address: | City, State, ZIP: |
| Telephone: Fax: | Email Address: |

Custom Signage:

Signs of any size can be created up to 5x12 and are priced at \$8.00 per square foot. Please indicate artwork and display choices below.

| Sign Width | Sign Height | Quantity | Square Feet | Price | Total |
|------------|-------------|----------|-------------|-------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Artwork

| | |
|--|---|
| <input type="checkbox"/> Will provide own artwork Please refer to Artwork Submission Guidelines | <input type="checkbox"/> Please create custom artwork Event 1 Creative can create custom signage artwork from source materials for \$80.00 per hour of design time. Please refer to Copy Material Submission Guidelines |
|--|---|

Display Options

Event 1 can provide a Flex-Display system that is attractive and simple to install.

| | | |
|---|--|--|
| <input type="checkbox"/> Yes I would like to use your Flex-Display stands. Stand rentals are \$15.00 per sign for the duration of the event. | <input type="checkbox"/> No, thank you. Event 1 will deliver your signs to you for you to display yourself. | <input type="checkbox"/> Other Such as foamcore mounting, laminating, GatorBoard, etc. Please contact Event 1 with your special display needs and we will do our best to accommodate you. |
|---|--|--|

| Item Description | Quantity | Price | Total |
|---------------------------|----------|---------|-------|
| Flex-Display Stand Rental | | \$15.00 | |

| | | |
|--|----------------------|--|
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Flex-Display Stand Purchase

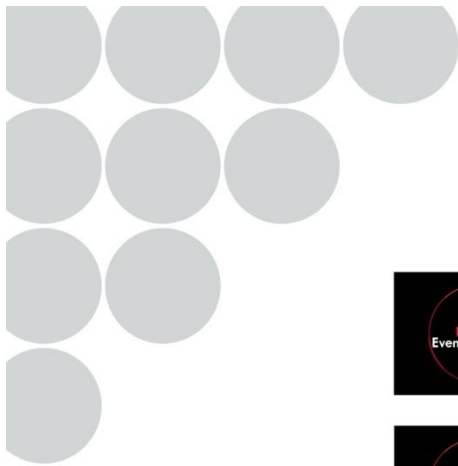
| | |
|--|-------------------|
| SHOW NAME National Main Streets Conference 2010 | BOOTH #/ |
| COMPANY | CONTACT |
| Address: | City, State, ZIP: |
| Telephone: Fax: | Email Address: |

Flex-Display Stand Purchase

Event 1 offers Flex-Display stands for purchase.

| Item Description | For signs up to | Quantity | Price | Total |
|------------------|-----------------|----------------------|----------|----------------------|
| 24" Flex-Display | 8 ft. High | <input type="text"/> | \$195.00 | <input type="text"/> |
| 36" Flex-Display | 6 ft. High | <input type="text"/> | \$200.00 | <input type="text"/> |
| 36" Flex-Display | 8 ft. High | <input type="text"/> | \$300.00 | <input type="text"/> |
| 36" Flex-Display | 12 ft. High | <input type="text"/> | \$385.00 | <input type="text"/> |
| 42" Flex-Display | 8 ft. High | <input type="text"/> | \$300.00 | <input type="text"/> |
| 42" Flex-Display | 12 ft. High | <input type="text"/> | \$385.00 | <input type="text"/> |
| 60" Flex-Display | 8 ft. High | <input type="text"/> | \$395.00 | <input type="text"/> |
| 60" Flex-Display | 12 ft. High | <input type="text"/> | \$450.00 | <input type="text"/> |

| | | |
|---|----------------------|----------------------|
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| | Sales Taxes (9.017%) | <input type="text"/> |
| | Total Due | <input type="text"/> |



Banners, Graphics and Signage

Booth Banner Appearance



9' x 3.5'
8' x 3'



9' x 3'
6' x 2'



7' x 2'



8' x 2'

Flex-Display System

Twin Base Flex-Display Stand



Lumaline Counter
w/ Custom Graphics

Cross Base
Flex-Display Stand



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Artwork Submission Guidelines

| |
|--|
| Artwork Deadline |
| Any artwork submitted less than a week before the show date will be subject to a 1 hour minimum of Rush Design Time at \$120.00 per hour. |
| Acceptable submission media |
| <ul style="list-style-type: none">• CD-ROM or DVD-ROM When sending disks, label them as follows: Exhibitor Name / Show• Email attachment (to Chris@event1inc.net) When sending e-mail please supply Exhibitor Name / Show / Date of Show / Sign or Banner Dimensions |
| Optimal File Types and Resolution |
| VECTOR: Preferred, especially for large banners or signs. BITMAP: Please provide files scaled to final output size at a minimum of 150 dpi. Lower resolutions will result in reduced image quality. |
| Acceptable File Formats |
| VECTOR: Adobe Illustrator (.ai), PostScript files (.eps), Adobe PDF BITMAP: TIFF, High Quality JPG or GIF, Adobe PDF, Adobe Photoshop (.psd) |
| Dimensions |
| Layouts should be created at 100% of the output size. Bleeds are not necessary. Failure to supply documents at the correct size will result in charges for design time. |
| Fonts |
| Convert all fonts to outlines before saving files. If you do not convert your fonts to outlines, font substitution will occur. |
| Questions |
| Please direct any questions to our Graphic Artist at Chris@Event1inc.net |



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Sand Springs, OK 74063

Artwork Submission Guidelines

Pg. 2

Please use the space below to indicate the content desired. Submit additional pages as necessary.

PLEASE INDICATE COPY AND/OR DESIRED LAYOUT (PRINT CLEARLY)

Copy Deadline

Any Copy and required Artwork submitted less than 2 weeks before the show date will be subject to Rush Design Time at \$120.00 per hour.

Additional Information

If submitting digital copy please e-mail to our graphic artist at Chris@event1inc.net

If any separate artwork is desired (logos, images, etc.) please submit per the Artwork submission guidelines.

All logos must be in vector format (.eps or .ai) or scaled to size. If not supplied correctly, poor quality may result or additional design time may be required.

Questions

Please direct any questions to our Graphic Artist at Chris@event1inc.net



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Payment Terms and Policies

| | |
|--|-------------|
| SHOW NAME National Main Streets Conference 2010 | BOOTH # |
| COMPANY | CONTACT |
| ADDRESS | |
| CITY, STATE, ZIP | TELEPHONE # |
| EMAIL ADDRESS | FAX # |

Payment Terms and Policies

- All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Orders received in full (Including applicable sales taxes) before or on the discount deadline date before the time deadline, will receive the discount price rate. Event 1 Productions will accept Personal and Company Checks, VISA, MasterCard and American Express. If ordering with a Purchase Order (PO#), please call Event 1 Productions, to arrange payment schedule. If Event 1 Productions receives a Purchase Order without directly communicating with the exhibitor/company, the discount price rate will not apply.
- All orders received after the discount deadline and time (Central Time) will receive standard pricing. All payments are due in advance.
- Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth.
- All orders received on show site will be priced at the standard rates. All on-site orders must make payment at the time of the order and before the service is rendered.
- At the close of the show, all exhibitor orders must be paid in full. All unpaid balances at the end of the show will be charged a \$75.00 re-processing fee.
- All credit cards that are denied will have an additional \$75.00 re-processing fee, (\$150.00 if not handled before the close of the show, and if the order was placed at the show site.)

Method of Payment

| | | |
|---|------------|------|
| <input type="checkbox"/> Company Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Other: _____ | | |
| AUTHORIZED REPRESENTATIVE (SIGNATURE) | PRINT NAME | DATE |

Credit Card Authorization and Company Information

| | |
|---|-------------------------|
| Type of Card: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express | Total Amount Charged \$ |
| CARD NUMBER | EXPIRATION DATE |
| CARD MEMEBER NAME (PLEASE PRINT) | SIGNATURE |
| CARD MEMBER ADDRESS | |
| CITY, STATE, ZIP | Telephone# |
| Receipt to: | Fax# |