



P O Box 188TT, 494 Tan Tar A Drive, Osage Beach MO 65065 (573) 348-3131
 Exhibit Coordinator - Phone #: 573-348-8551, Fax #: 573-348-8605
 E-mail address: ttasales@columbiasussex.com

WELCOME TAN-TAR-A EXHIBITOR

Included with your exhibit space is: 1) 6' x 30" draped and skirted table;
 2) chairs; 1) wastebasket; 1) identification sign; and carpeted 8' x 10' area

FOR SHIPPING OF EXHIBIT MATERIALS AND DISPLAY ASSEMBLY, PLEASE UTILIZE PAGE & BROWN CONVENTION SERVICES @ 573-348-5176	ANY EXHIBIT SHIPMENTS RECEIVED AT TAN-TAR-A WILL BE ASSESSED A HANDLING FEE OF \$50.00 PER 100 LBS., MINIMUM OF \$35.00
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PLEASE COMPLETE THE FOLLOWING INFORMATION, AND FAX/MAIL YOUR ORDER ALONG WITH THE FORM OF PAYMENT.

Tan-Tar-A **does not** allow any food or beverages to be brought into the Exhibit Areas

Please contact the Tan-Tar-A Catering Department for any food or beverage requirements at (573) 348-8551

Qty	Item	Pre-Order Price	On-Site Price
EQUIPMENT			
	Additional 6'x30" Draped & Skirted Table(s), One time charge	\$ 19.00 each	\$ 25.00 each
	Additional 6'x18" Draped & Skirted Table(s), One time charge	\$ 13.00 each	\$ 19.00 each
AUDIOVISUAL			
	½" VCR & 27" Monitor Combination, per item/per day	\$ 196.00	\$ 228.00
	Easel(s), per item/per day	\$ 19.00	\$ 25.00
	Extension Cord(s), or Power Strip(s) per item/per day	\$ 13.00	\$ 19.00
	17" Flat Screen, LCD Monitor per item/per day	\$ 158.00	\$ 190.00
	6'x6' Tripod Screen per item/per day	\$ 51.00	\$ 63.00
TELEPHONE SERVICE – PAYMENT MUST BE ROOM CHARGE OR CREDIT CARD			
A \$200 deposit will be applied to cover anticipated phone calls.			
	High Speed T-1 Internet Line, per day	\$ 190.00 per day	\$ 221.00 per day
	Direct Line (Outgoing Calls Only), ** plus cost of calls, 5.475% sales tax and 55% service charge on calls	\$ 50.00 **	\$ 60.00**
	Private Line (Incoming/Outgoing Calls), ** plus cost of calls, 5.475% sales tax and 55% service charge on calls	\$ 75.00 **	\$ 90.00**
ELECTRICAL SERVICE			
	Set(s) of Two, 110V Electrical Outlets, One time charge	\$ 45.00	\$ 55.00
	Set(s) of 220 Amp Electrical Service, One time charge	\$ 127.00	\$ 190.00
Total			

ALL ABOVE ITEMS INCLUDE 22% SERVICE CHARGE & 5.475% SALES TAX.

If Tax Exempt, please send a current Missouri State Tax Exempt Letter with Exhibit Form

PLEASE PRINT OR TYPE LEGIBLY

Full Name of Conference: _____ Dates of Conference: _____

Company: _____ Booth #: _____

Address: _____ City, State, Zip: _____ Phone #: _____

PRINTED NAME: _____ Signature: _____

Payment Enclosed: Yes _____ No _____ If no, charge to guestroom of: _____

Credit Card #: _____ Expiration Date: _____

3 Digit Security Code on Back of Credit Card Required: _____

**Please make CHECK or MONEY ORDER payable to: TAN-TAR-A RESORT
 IF PAYMENT IS NOT RECEIVED IN ADVANCE, PAYMENT MUST BE MADE AT SET UP!**

Page & Brown Convention Services

5744 Chapel Drive
Osage Beach, MO 65065

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

Exhibit Material Handling

Shipping Instructions - Incoming

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

Name of Show: _____ Date of Show: _____
Location of Show: _____
Company Name: _____ Booth _____ #(s) (If known)

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

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

Outgoing Shipping Instructions

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

Page & Brown will provide the following services:

Receive and store shipments (30 days free storage allowed).
Delivery to booth, prior to exhibitor set-up time.
Removal and return of empty crates to and from booths.
Handling out of the Exhibit site at conclusion of the show.

For Labels & More Information Visit Our Web Site
www.pagebrown.com /Click On Exhibit Material Handling

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

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

LIMITS OF LIABILITY AND RESPONSIBILITY

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

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

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

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

Page & Brown Convention Services

5744 Chapel Drive
Osage Beach, MO 65065

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

Display Assembly & Dismantling Services

Display Installation Without Your Supervision

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

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

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

Set up plans in crate _____ or attached _____

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

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

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

Display Installation With Your Supervision

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

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

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

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

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

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

For Labels & More Information Visit Our Web Site
www.pagebrown.com /Click On Exhibit Material Handling

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

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

PLEASE LABEL SHIPMENT AS FOLLOWS:

SHIP TO:

NAME OF SHOW: _____ BOOTH #: _____

LOCATION OF SHOW: _____

COMPANY NAME: _____ () _____
(TELEPHONE #)

NUMBER ____ OF ____ PIECES

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

SHIP TO:

NAME OF SHOW: _____ BOOTH #: _____

LOCATION OF SHOW: _____

COMPANY NAME: _____ () _____
(TELEPHONE #)

NUMBER ____ OF ____ PIECES

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

SHIP TO:

NAME OF SHOW: _____ BOOTH #: _____

LOCATION OF SHOW: _____

COMPANY NAME: _____ () _____
(TELEPHONE #)

NUMBER ____ OF ____ PIECES

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Exhibit Material Handling Guidelines

1. What is Material Handling Service?

Material Handling is the handling of exhibit material for a trade show. It includes the following services.

- Receiving and storage of exhibit material up to 30 days prior to show.
- Delivery of shipments to your booth prior to exhibitor move in.
- Any necessary handling of empty containers to and from storage.
- Outgoing handling at conclusion of show. Shipping out with your specified carrier.

2. Why do I need this service?

- Hotels – Convention Centers do not have the manpower or storage facilities to log in and store exhibit material.

3. How late can I ship my exhibit material to your warehouse?

- Please ship your exhibit material as early as you can, up to 30 days in advance.
- We prefer to receive freight at least 3 days prior to exhibitor set up.
- We charge an extra \$50 late fee if exhibit material comes in and has to be delivered after exhibitor move in has started.

4. How am I charged for this service?

- The charge is \$48.00 per hundred lbs. All weights rounded off to next 100lbs
- Example 225lbs rounded off to 300 lbs. $3 \times \$48 = \144
- Each shipment received is billed separately
- Handling Uncrated Material. A surcharge of 30% will be added if a shipment of more than 10 boxes, are received that are not on a pallet.
- If phone calls are required to find out what show and booth freight gets delivered to, there will be a \$30 surcharge added.

5. What do I need to do to use your service?

- For shipping deadline purposes, review the date and time for exhibitor set up.
- Fill out and Email or fax our Exhibit Material Handling form with a credit card number.
- We require our Exhibit Material Handling form to be on file before the receiving of your material. Prepayment may be made by check, if weight of shipment is known.
- Make arrangements with the carrier of your choice to have exhibit material delivered to our warehouse, preferably at least 3 days prior to exhibitor set up. Keep tracking numbers.
- Review Exhibit Material Handling form for our limits of liability and responsibility.

6. How do I need to label my shipment?

- In order for us to deliver shipment to your booth, each piece must be labeled with the following information. Name of show, booth number and company name.

7. How do I ship out my material at the close of the show?

- Exhibitor will be expected to label their containers and furnish us with outgoing instructions.
- It is your responsibility to arrange pickup, and supply us an outgoing bill of lading, if using a carrier other than UPS or Federal Express.
- If using a carrier other than UPS or Federal Express, when time allows, please arrange for pickup from our warehouse the next business day after the show closes.

8. If you have questions. Email service@pagebrown.com / or call 573-348-5176