



RENTS

5620 S. 72nd St.  
Omaha, NE 68127  
Phone (402) 339-3707  
Fax (402) 339-3624  
tradeshows@aaarents-omaha.com

2011 Nebraska Iowa Electrical Council



# Electrical Manufacturers Trade Show

## EQUIPMENT ORDER FORM

Deadline Date is APRIL 7, 2011

### Furniture

	<b>Advance Order</b>	<b>Past Deadline</b>
___ Side Chair	15.00	25.00
___ Arm Chair	20.00	30.00
___ Samsonite Folding Chair	10.00	20.00

### Accessories

	<b>Advance Order</b>	<b>Past Deadline</b>
___ Waste Basket	10.00	15.00
___ Padded Stool with back	30.00	40.00
___ Easel Tripod	20.00	30.00

### 30" High Wood Display Tables - Skirted

	<b>Advance Order</b>	<b>Past Deadline</b>
___ 4' long x 24" wide	35.00	45.00
___ 4' long x 30" wide	35.00	45.00
___ 6' long x 30" wide	45.00	55.00
___ 8' long x 30" wide	50.00	60.00

\_\_\_ 42" HIGH AVAILABLE - ADD \$20.00

Circle Color: red white blue black burgundy silver green yellow

### Round Tables with Cloth

	<b>Advance Order</b>	<b>Past Deadline</b>
___ 24" - tall cocktail table	25.00	35.00
___ 24" - low cocktail table	25.00	35.00
___ 36" round table	25.00	35.00
___ 48" round table	25.00	35.00

Color of cloth \_\_\_\_\_

### 30" High (Narrow) Wood Display Tables - Skirted

	<b>Advance Order</b>	<b>Past Deadline</b>
___ 6' long x 18" wide	45.00	55.00
___ 8' long x 18" wide	50.00	60.00

\_\_\_ 42" HIGH AVAILABLE - ADD \$20.00

Circle Color: red white blue black burgundy silver green yellow

### Booth Carpet

	<b>Advance Order</b>	<b>Past Deadline</b>
___ 9' x 10' carpet	75.00	95.00
___ 9' x 20' carpet	140.00	170.00
___ 9' x 30' carpet	210.00	255.00
___ feet of bulk (9' width)	.78 sq ft	.95 sq ft

Circle Color gray blue black hunter red plum tan

### Booth Carpet-Vacuuming

	<b>Advance Order</b>	<b>Past Deadline</b>
___ 4-19-11 # of booths ___ x 12.50		20.00
___ 4-20-11 # of booths ___ x 12.50		20.00
___ 4-21-11 # of booths ___ x 12.50		20.00

Event NIEC SHOW

Firm \_\_\_\_\_ Booth# \_\_\_\_\_

Purchased By \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Order Amount \_\_\_\_\_

Tax @ 7% \_\_\_\_\_

Total Due \_\_\_\_\_

See Credit Card Form For Payment  
Order Deadline Date: APRIL 7, 2011  
**PAYMENT MUST ACCOMPANY ORDER**



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Event NIEC SHOW

Firm \_\_\_\_\_ Booth# \_\_\_\_\_

Purchased By \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Order Amount \_\_\_\_\_

Tax @ 7% \_\_\_\_\_

Total Due \_\_\_\_\_

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Order Deadline Date: APRIL 7, 2011  
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## FREIGHT HANDLING

Exhibitor Name \_\_\_\_\_ Booth Number \_\_\_\_\_

**SMALL ITEMS:** All UPS, FED EX, DHL etc. are required to be shipped to AAA Rents  
 Ship to arrive April 5-15, 2011

**LARGE ITEMS:** Any crates, palletized material or large items are required to be shipped to Yellow Freight  
 Ship to arrive April 12-15, 2011

Please note the addresses and labeling instructions on the Shipping Procedures form.  
 To avoid monetary penalties (payable prior to distribution to your booth) please ship your items to the correct location.  
 Do not send freight to the exhibit facility, they are not equipped to receive and store freight

YOUR OFFICIAL DRAYAGE COMPANY WILL PROVIDE THE FOLLOWING SERVICES.

	Inbound and Outbound Per 100 pounds	Minimum Charge Per Shipment
1. Receive and store shipments		
2. Handling to Exhibit Hall		
3. Empty crate; removal, storage and return	<b>\$35.50</b>	<b>\$55.00</b>

### CALCULATING YOUR TOTAL DRAYAGE

When recording weight, round to the next 100 pounds

\_\_\_\_\_ Divided by 100= \_\_\_\_\_ X \$35.50 = \$ \_\_\_\_\_  
 Total Pounds TOTAL

### RE-FORWARDING INSTRUCTIONS AT CLOSE OF SHOW

Ship To \_\_\_\_\_

Address \_\_\_\_\_

City

State

Zip

Description \_\_\_\_\_ Number of Pieces \_\_\_\_\_

Specify Carrier \_\_\_\_\_

\*\*\*Please Note, We do not re-ship by UPS\*\*\*

All shipments should be insured by the Exhibitor from the time they leave the firm until they return from the show. AAA Rents, Inc. is not responsible for shipments left in the booth with no forwarding instructions. Pieces will be counted and shipped as they are found when they are removed from the exhibit hall. AAA Rents, Inc. will not be responsible for damage to uncrated materials or those improperly packed, any concealed damage, loss or theft after they have been delivered to the booth or before they have been picked up for loading from the Exhibit Hall. The maximum liability is .30 cents per pound per article. At the close of show where carriers fail to pick up or refuse to accept shipments, AAA Rents, Inc., reserves the right to re-route shipments. Where no disposition is provided, material may be hauled to our warehouse pending advice from the Exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

# SHIPPING PROCEDURES

## SMALL ITEMS

ALL UPS, Fed Ex, DHL or other small shipments are to be labeled as:

NIEC Show  
--Exhibitor Name  
--Manufacturer Name  
--Representative Name  
--Booth Number  
c/o AAA Rents  
5620 South 72nd Street  
Omaha NE, 68127

Freight will be accepted at this location **beginning April 5, 2011.**

## LARGE ITEMS

Crated, palletized material or any other large items must be labeled as follows:

NIEC SHOW  
--Exhibitor Name  
--Manufacturer Name  
--Representative Name  
--Booth Number  
c/o Yellow freight  
4480 South 90th Street  
Omaha, NE 68127

Freight will be accepted at this location **beginning April 12, 2011.**

## FREIGHT RECEIVED AT SHOW SITE

**NIEC freight will be received at the Mid-America Center on move in day only!!  
April 19, 2011 beginning at 9:00AM.**

**\*DO NOT ship freight to the MAC prior to this date!\***

Labeled as follows:

NIEC Show  
--Exhibitor Name  
--Manufacturer Name  
--Representative Name  
--Booth Number  
c/o AAA Rents @ Mid-America Center  
One Arena Way  
Council Bluffs, IA 51501

**\*Small items not shipped to AAA Rents will be subject to a \$50.00 fee, payable at the show.**



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## INSTALLATION & DISMANTLING LABOR

### Optional Service

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#### Display Labor Rates for Installation and Dismantling Exhibits

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Labor Rates: Straight Time.....\$45.00.....8:00am-4:30pm weekdays  
 Overtime.....\$90.00.....Before 8:00am or after 4:30pm  
 ALL DAY Saturday, Sunday & Holidays

Installation: No. of men \_\_\_\_\_ No. of hours \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_

Dismantle: No. of men \_\_\_\_\_ No. of hours \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_

**\*Two hour minimum per man. Labor rates subject to union contract changes.**

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#### Please Select Service Desired

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\_\_\_\_\_ **Option A: "PROCEED"** I would like AAA Rents to supervise Installation & Dismantle Service.  
 AAA Rents, Inc. will proceed with your display set up, unless you instruct us to do otherwise. Work will be done on straight time unless move-in schedule does not permit. Our charge for this service is 30% of the total labor with a \$30.00 minimum charge each for installation service and/or dismantling.

\_\_\_\_\_ **Option B: "DO NOT PROCEED"** Exhibitor will supervise  
 All work to be performed ONLY under the supervision of Exhibitor Representative. Exhibitor will check in at Service Desk to pick up laborers. Failure to call for labor at requested time will result in a four hour minimum charge per man requested unless 24-hour advance notice is given. Representative's Name \_\_\_\_\_

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#### Billing Information

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Show Name \_\_\_\_\_

Firm Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**PAYMENT IN FULL MUST ACCOMPANY ORDER**  
**ORDER DEADLINE DATE: APRIL 7, 2011**



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## **FORK LIFT ORDER FORM**

Booth Number: \_\_\_\_\_

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

Authorized By: \_\_\_\_\_

**ONE HOUR MINIMUM @ \$85.00/HR.**

Install:                      Date \_\_\_/\_\_\_/\_\_\_      Time \_\_\_\_\_

No. of hours (approx.) \_\_\_\_\_

No. of forklifts                      \_\_\_\_\_

Dismantle:                      Date \_\_\_/\_\_\_/\_\_\_      Time \_\_\_\_\_

No. of hours (approx.) \_\_\_\_\_

No. of forklifts                      \_\_\_\_\_

**NIEC fork lift orders will be on a FIRST COME FIRST SERVED BASIS.  
GET YOUR ORDERS IN EARLY!**

**ORDER DEADLINE DATE: APRIL 7, 2011**



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## ORDER RECAP AND CREDIT CARD AUTHORIZATION FORM

Name Of Event \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Booth# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordered By \_\_\_\_\_ Title \_\_\_\_\_

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

Signature \_\_\_\_\_ Date Ordered \_\_\_\_\_

### PLEASE COMPUTE YOUR ORDERS

Rental Order.....	\$	_____
Forklift Order.....	\$	_____
Labor Order (Estimate).....	\$	_____
Use Tax @ 7%.....	\$	_____
Freight Handling.....	\$	_____
Total Due.....		\$ _____

### PLEASE FILL OUT THE FOLLOWING INFORMATION FOR CREDIT CARD PAYMENT

Cardholder Name (PLEASE PRINT) \_\_\_\_\_

Billing Address for Card \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

V-Code \_\_\_\_\_ Card Number \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_  VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER

Cardholder Signature \_\_\_\_\_

**PAYMENT POLICY: 100% PLUS ALL APPLICABLE TAX IS DUE BY APRIL 7, 2011.**  
ORDERS TAKEN DURING SHOW SET UP REQUIRE CREDIT CARD INFORMATION BEFORE ITEMS ARE PLACED IN THE BOOTH. ONCE EQUIPMENT IS PLACED IN YOUR BOOTH, NO REFUNDS WILL BE GIVEN.

**ORDER DEADLINE DATE: APRIL 7, 2011**