



**Tradeshow  
Services,  
Inc.**

**245 Huls Drive  
Englewood, Ohio 45315  
tradeshow-services.com**

**P 937 832-0144  
T 855 263-6858  
F 937 832-1904**

**DAYTON HAMVENTION 2024  
MAY 17-19, 2024  
GREENE COUNTY FAIRGROUNDS and EXPO CENTER**

## **EXHIBITOR QUICK FACTS:**

### **General Booth Information**

Building 1, 2, 3 & 5 are 10' x 10'.  
Building 4 is 10' x 10' Wide (Front) x 8' Deep  
8' x 30" Standard (Plain) Table (**CANNOT BE SKIRTED**) and 2 chairs are included  
Blue and Silver Pipe and Drape  
7" x 36" ID Sign

### **BOOTH RENTAL FURNISHINGS**

All Furniture Rental Forms are in Service Kit. Please take advantage of *the DISCOUNT RATE*.  
Deadline Date to order for **DISCOUNT RATE IS Thurs. MAY 9, 2024**. Payment in full must  
Accompany your order. Forms can be mailed or emailed to [debbie@tradeshow-services.com](mailto:debbie@tradeshow-services.com)  
Any Show Site Orders will have an addition 20% Charge added to the Standard Price, please order  
early!

### **MATERIAL HANDLING**

All Material Handling information is in Service Kit, including Shipping Labels. Outbound  
shipping must have BOL filled out. Forms will be available at the Tradeshow Service's Service  
Desk.

**Deadline Date for Warehouse is on THURSDAY, MAY 9**

**Show Site Freight will only be accepted on:**

Wednesday, May 15 – 9 am – 5 pm

Thursday, May 16 – 9 am – 7 pm

**Move Out / Tear Down** will begin on Sunday, May 19, 1 pm – 9 pm. Driver check in for  
outgoing freight will be Monday, May 20, 9 am – NOON. All freight must be out by  
Noon on Monday, May 20.

**ALL EXHIBITORS ARE RESPONSIBLE FOR MAKING OWN SHIPPING  
ARRANGEMENTS. ANY FREIGHT LEFT AT FAIRGROUNDS WILL BE FORCED OUT  
BY ABF AT EXHIBITORS EXPENSE.**

*Please call Tradeshow Services, Inc. with any questions you may have.  
Looking forward to seeing you at the 2024 Dayton Hamvention!*



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 Englewood, Ohio 45315 **tradeshow-services.com**  
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|                                     |       |   |           |      |  |
|-------------------------------------|-------|---|-----------|------|--|
| COMPANY NAME (PLEASE TYPE OR PRINT) |       |   | BOOTH NO. |      |  |
| ADDRESS                             |       |   | PHONE     |      |  |
| CITY                                | STATE | ZIP                                     | FAX       |      |  |
| PLEASE PRINT OR TYPE CONTACT PERSON |       | E-Mail Address (For Order Confirmation) |           | DATE |  |

Our CREDIT POLICY requires payment with order for service INCLUDING TAX. This form with your check or credit card information must be forwarded to TRADESHOW SERVICES, INC. at the above address in order for us to provide any equipment or services. FULL PAYMENT of rental charges must accompany your order **before Deadline** to qualify for the **DISCOUNT ORDER PRICES. ALL ORDERS RECEIVED AT THE SERVICE DESK WILL BE CHARGED SHOW SITE PRICES with 20% added to Standard Pricing.** If discount orders are paid by credit card, additional services or rentals ordered at the show will be invoiced to your credit card.

**PLEASE SPECIFY HOW YOU WILL BE PAYING FOR**

DISCOVER NETWORK  
  MasterCard  
  VISA  
  AMERICAN EXPRESS  
  CHECK

**CREDIT CARD INFORMATION**

|                                     |           |  |  |  |  |  |  |  |  |  |           |  |                   |  |  |  |  |  |  |  |
|-------------------------------------|-----------|--|--|--|--|--|--|--|--|--|-----------|--|-------------------|--|--|--|--|--|--|--|
| CREDIT CARD NUMBER                  |           |  |  |  |  |  |  |  |  |  |           |  |                   |  |  |  |  |  |  |  |
| NAME ON CARD (PLEASE PRINT OR TYPE) | SIGNATURE |  |  |  |  |  |  |  |  |  | EXP. DATE |  | 3 or 4 digit code |  |  |  |  |  |  |  |

**ALL ORDERS MUST BE ACCOMPANIED WITH FULL PAYMENT**

**NAME OF EVENT: DAYTON HAMVENTION 2024**

- RENTAL FURNITURE PACKAGE \$ \_\_\_\_\_
- RENTAL CARPET AND PADDING \$ \_\_\_\_\_
- RENTAL TABLES AND SKIRTING \$ \_\_\_\_\_
- RENTAL CHAIR & ACCESSORIES \$ \_\_\_\_\_
- I & D SERVICE LABOR \$ \_\_\_\_\_
- FORK LIFT SERVICE \$ \_\_\_\_\_
- VACUUMING \$ \_\_\_\_\_
- ESTIMATED MATERIAL HANDLING (NON TAXABLE SERVICE)**
- WH FREIGHT \$ \_\_\_\_\_
- SS FREIGHT \$ \_\_\_\_\_

**CANCELLATION POLICY: ORDERS CANCELLED PRIOR TO MOVE-IN WILL BE CHARGED 50% OF THE ORIGINAL PRICE. ORDERS CANCELLED AFTER MOVE-IN BEGINS WILL BE CHARGED 100% OF THE ORIGINAL PRICE. CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.**

SUB TOTAL \$ \_\_\_\_\_  
 TAX 7.5% \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

**FOR OFFICE USE ONLY**

| CHECK # | AMOUNT | DATE | BY | C.C. TYPE | BALANCE |
|---------|--------|------|----|-----------|---------|
|         |        |      |    |           |         |



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| ADDRESS                             |  |     | PHONE     |  |
| CITY                                | STATE                                  | ZIP | FAX       |  |
| PLEASE PRINT OR TYPE CONTACT PERSON | E-mail Address(For Order Confirmation) |     | DATE      |  |

**DAYTON  
HAMVENTION SPECIAL FURNITURE PACKAGES**

The packages below are quoted per 10' x 10' Booths. **STANDARD SHOW COLORS** will be used for CARPET and TABLE SKIRTING. **NO SUBSTITUTIONS** on CHAIRS, TABLES, ETC. Special Furniture Packages will NOT BE OFFERED AFTER

**DEADLINE DATE: THURSDAY, MAY 9**

**SHOW COLORS: BLUE & SILVER**

**QTY. DESCRIPTION**

**STANDARD PACKAGE**

1 - 6' Skirted Table

2 - Chairs

1 - Waste Basket with Liner

COST FOR PACKAGE \_\_\_\_\_ \$ 100.30

**PREMIUM PACKAGE**

1 - 6' Skirted Table

2 - Chairs

1 - 10' x 10' Carpet

1 - Waste Basket with Liner

COST FOR PACKAGE \_\_\_\_\_ \$ 210.80

**PLATINUM PACKAGE**

1 - 6' Skirted Table

2 - Padded Arm Chairs

1 - 10' x 10' Carpet with Padding

1 - Waste Basket with Liner

COST FOR PACKAGE \_\_\_\_\_ \$ 333.20

**CANCELLATION POLICY:  
ORDERS CANCELLED PRIOR TO MOVE IN WILL BE  
CHARGED 50% OF THE ORIGINAL PRICE. ORDERS  
CANCELLED ON OR AFTER MOVE-IN WILL BE CHARGED  
100% OF THE ORIGINAL PRICE. CHARGES FOR  
DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO  
RESPONSIBLE PARTY.**

**SUB TOTAL** \$ \_\_\_\_\_

**SALES TAX 7.5 %** \$ \_\_\_\_\_

**TOTAL AMOUNT** \$ \_\_\_\_\_



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| ADDRESS                              |   |     | PHONE     |
| CITY                                 | STATE                                   | ZIP | FAX       |
| PLEASE PRINT OR TYPE CONTACT PERSON: | E-Mail Address (for order confirmation) |     | DATE      |

**DAYTON HAMVENTION 2024**

**DISCOUNT PRICING DEADLINE:  
THURSDAY, MAY 9**

**CARPET AND PADDING**

BELOW PRICING INCLUDES: INSTALLING, TAPING OF CARPET, VACUUMING ONCE BEFORE INITIAL START OF EVENT. Discount Price Padding( 1/4 thick) \$1.00 sq./ft. Standard Price \$1.30 sq/ft.

**CARPET COLORS:**  
 BLACK  GRAY  BLUE  RED

| <u>INLINE BOOTHS:</u>              | <b>DISCOUNT</b>  | <b>STANDARD</b> | <b>AMOUNT</b> |
|------------------------------------|------------------|-----------------|---------------|
| _____ 9' x 10'                     | <b>\$ 130.00</b> | \$ 169.00       | \$ _____      |
| _____ <b>9' x 10' with Padding</b> | <b>\$ 220.00</b> | \$ 286.00       | \$ _____      |
| _____ 9' x 20'                     | <b>\$ 260.00</b> | \$ 338.00       | \$ _____      |
| _____ <b>9' x 20' with Padding</b> | <b>\$ 440.00</b> | \$ 572.00       | \$ _____      |
| _____ 9' x 30'                     | <b>\$ 390.00</b> | \$ 507.00       | \$ _____      |
| _____ <b>9' x 30' with Padding</b> | <b>\$ 660.00</b> | \$ 858.00       | \$ _____      |
| _____ 9' x 40'                     | <b>\$ 520.00</b> | \$ 676.00       | \$ _____      |
| _____ <b>9' x 40' with Padding</b> | <b>\$ 880.00</b> | \$ 1,144.00     | \$ _____      |

**ISLAND AND PENINSULA BOOTHS:**

|                                     |                    |             |          |
|-------------------------------------|--------------------|-------------|----------|
| _____ 20' x 20'                     | <b>\$ 676.00</b>   | \$ 878.80   | \$ _____ |
| _____ <b>20' x 20' with Padding</b> | <b>\$ 1,076.00</b> | \$ 1,398.80 | \$ _____ |
| _____ 20' x 30'                     | <b>\$ 1,014.00</b> | \$ 1,318.20 | \$ _____ |
| _____ <b>20' x 30' with Padding</b> | <b>\$ 1,614.00</b> | \$ 2,098.20 | \$ _____ |
| _____ 20' x 40'                     | <b>\$ 1,352.00</b> | \$ 1,757.60 | \$ _____ |
| _____ <b>20' x 40' with Padding</b> | <b>\$ 2,152.00</b> | \$ 2,797.60 | \$ _____ |

**ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM**

**ALL SHOW SITE ORDERS HAVE AN ADDITIONAL 20% CHARGE ADDED TO STANDARD PRICING**

**CANCELLATION POLICY**  
 ORDERS canceled prior to move-in will be charge 50% of the original price.  
 Orders canceled after move-in begins will be charged 100% of the original price.  
**CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY.**

|                       |          |
|-----------------------|----------|
| <b>SUB TOTAL</b>      | \$ _____ |
| <b>SALES TAX 7.5%</b> | \$ _____ |
| <b>TOTAL</b>          | \$ _____ |



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| ADDRESS                             |       |   | PHONE     |      |
| CITY                                | STATE | ZIP                                     | FAX       |      |
| PLEASE PRINT OR TYPE CONTACT PERSON |       | E-Mail Address (For Order Confirmation) |           | DATE |

**DAYTON HAMVENTION 2024**

**DISCOUNT PRICING DEADLINE:**

**THURSDAY, MAY 9**

**TABLE & SKIRTING RENTAL**

PLAIN TABLE = WHITE VINYL TOP ONLY - SKIRTED TABLE = WHITE VINYL TOP WITH THREE SIDES SKIRTED

TABLE SKIRT COLORS:  Blue  Black  Red  Navy  Gold  White  Teal  Burgundy

**REGULAR HEIGHT TABLE 30" HIGH x 2' WIDE**

| <u>QTY</u> | <u>DESCRIPTION</u>            | <u>DISCOUNT</u> | <u>STANDARD</u> | <u>AMOUNT</u> |
|------------|-------------------------------|-----------------|-----------------|---------------|
| _____      | 2' x 4' x 30" Skirted         | <b>\$ 75.00</b> | \$ 97.50        | \$ _____      |
| _____      | 2' x 4' x 30" Plain           | <b>\$ 45.00</b> | \$ 58.50        | \$ _____      |
| _____      | 2' x 6' x 30" Skirted         | <b>\$ 80.00</b> | \$ 104.00       | \$ _____      |
| _____      | 2' x 6' x 30" Plain           | <b>\$ 50.00</b> | \$ 65.00        | \$ _____      |
| _____      | 2' x 8' x 30" Skirted         | <b>\$ 90.00</b> | \$ 117.00       | \$ _____      |
| _____      | 2' x 8' x 30" Plain           | <b>\$ 55.00</b> | \$ 71.50        | \$ _____      |
| _____      | 36" x 30" Round Covered Table | <b>\$ 65.00</b> | \$ 84.50        | \$ _____      |
| _____      | Table(s) 4th Side Skirted     | <b>\$ 30.00</b> | \$ 39.00        | \$ _____      |
| _____      | 30" Skirt Only                | <b>\$ 30.00</b> | \$ 39.00        | \$ _____      |

**COUNTER HEIGHT TABLE 40" HIGH x 2' WIDE**

|       |                               |                  |           |          |
|-------|-------------------------------|------------------|-----------|----------|
| _____ | 2' x 4' x 40" Skirted         | <b>\$ 90.00</b>  | \$ 117.00 | \$ _____ |
| _____ | 2' x 4' x 40" Plain           | <b>\$ 60.00</b>  | \$ 78.00  | \$ _____ |
| _____ | 2' x 6' x 40" Skirted         | <b>\$ 95.00</b>  | \$ 123.50 | \$ _____ |
| _____ | 2' x 6' x 40" Plain           | <b>\$ 65.00</b>  | \$ 84.50  | \$ _____ |
| _____ | 2' x 8' x 40" Skirted         | <b>\$ 105.00</b> | \$ 136.50 | \$ _____ |
| _____ | 2' x 8' x 40" Plain           | <b>\$ 70.00</b>  | \$ 91.00  | \$ _____ |
| _____ | 36" x 40" Round Covered Table | <b>\$ 80.00</b>  | \$ 104.00 | \$ _____ |
| _____ | Table(s) 4th Side Skirted     | <b>\$ 45.00</b>  | \$ 58.50  | \$ _____ |
| _____ | 40" Skirt Only                | <b>\$ 45.00</b>  | \$ 58.50  | \$ _____ |

**ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM**

**SHOW SITE ORDERS WILL HAVE AN ADDITIONAL 20% CHARGE ADDED TO STANDARD PRICING**

**CANCELLATION POLICY**

Orders canceled prior to move-in will be charged 50% of the original price.  
Orders canceled after move-in begins will be charged 100% of the original price.

**CHARGES FOR DAMAGED OR SOILED EQUIPMENT WILL BE APPLIED TO RESPONSIBLE PARTY. NO STAPLES, NAILS, DRILLING ON TABLES. WILL BE CONSIDERED AS DAMAGED EQUIPMENT.**

**SUB TOTAL** \$ \_\_\_\_\_

**SALES TAX 7.5 %** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_



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| COMPANY NAME (PLEASE PRINT OR TYPE) |   |     | BOOTH NO. |  |
| ADDRESS                             |   |     | PHONE     |  |
| CITY                                | STATE                                   | ZIP | FAX       |  |
| PLEASE PRINT OR TYPE CONTACT PERSON | E-Mail Address (for order confirmation) |     | DATE      |  |

**DAYTON HAMVENTION 2024**

**DISCOUNT PRICING DEADLINE:**

**THURSDAY, MAY 9**

## RENTAL CHAIR & ACCESSORIES FORM

| QTY   | DESCRIPTION  | DISCOUNT        | STANDARD              | AMOUNT   |
|-------|--|-----------------|-----------------------|----------|
| _____ | Stacking Chair                                     | <b>\$ 13.00</b> | \$ 16.90              | \$ _____ |
| _____ | Padded Arm Chair                                   | <b>\$ 40.00</b> | \$ 52.00              | \$ _____ |
| _____ | Bar Stool  | <b>\$ 45.00</b> | \$ 58.50              | \$ _____ |
| _____ | Waste Basket With Liner                            | <b>\$ 12.00</b> | \$ 15.60              | \$ _____ |
| _____ | Aluminum Easel                                     | <b>\$ 30.00</b> | \$ 39.00              | \$ _____ |
| _____ | Clamp On Lights                                    | <b>\$ 40.00</b> | \$ 52.00              | \$ _____ |
| _____ | Literature Rack (Metal)                            | <b>\$ 50.00</b> | <b>Pre-Order Only</b> | \$ _____ |
| _____ | Black Locking Display Case<br>48" Full Vision Case | <b>\$450.00</b> | <b>Pre-Order Only</b> | \$ _____ |

**ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT ON TRADESHOW SERVICES ADVANCE PAYMENT FORM**

**SHOW SITE ORDERS WILL HAVE AN ADDITIONAL 20%  
CHARGE ADDED TO STANDARD PRICING**

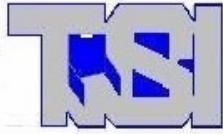
**SUB TOTAL**      \$ \_\_\_\_\_

**SALES TAX 7.5%**    \$ \_\_\_\_\_

**TOTAL**                \$ \_\_\_\_\_

**CANCELLATION POLICY**

**Orders canceled prior to move-in will be charged 50% of the original price.  
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## EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

**SHOW NAME: DAYTON HAMVENTION 2024**

Please return form on or before **THURSDAY, MAY 9**

An Exhibitor Appointed Contractor (EAC) is any contractor other than the Official Contractor providing a service to an Exhibitor within his exhibit space, including (but not limited to) Models, Photographers, Florists, etc. as well as Installation/Dismantling Labor. Exhibitors wishing to get approval to use an EAC must fill out this form and return it to Tradeshow Services, prior to the above deadline date.

For services such as Rigging, Material Handling (including all movement of material and equipment) and Booth Cleaning, No Exception will be made and Tradeshow Services, Inc. must be used.

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ FORM SUBMITTED BY: \_\_\_\_\_

AUTHORIZATION SIGNATURE: \_\_\_\_\_

EXHIBITOR COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TYPE OF WORK: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RETURN TO: **TRADESHOW SERVICES, INC.  
245 HULS DRIVE  
ENGLEWOOD, OHIO 45315  
OFFICE: (937) 832-0144  
TOLL FREE: (855) 263-6858  
E-MAIL: [debbie@tradeshow-services.com](mailto:debbie@tradeshow-services.com)**





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|-------------------------------------|---|-----|-----------|
| COMPANY NAME (PLEASE PRINT OR TYPE) |   |     | BOOTH NO. |
| ADDRESS                             |   |     | PHONE     |
| CITY                                | STATE                                   | ZIP | FAX       |
| PLEASE PRINT OR TYPE CONTACT PERSON | E-Mail Address (for order confirmation) |     | DATE      |

**DAYTON HAMVENTION**

**I & D SERVICE LABOR FORM**

**Deadline Date: Thursday May 9**

**RATES:**

**STRAIGHT TIME HOURLY RATE**  
8:00 am - 5:00 pm  
MONDAY thru FRIDAY.....\$60.00

**OVERTIME HOURLY CHARGE**  
BEFORE 8:00 A.M. AFTER 5:00 P.M. WEEKDAYS  
ALL DAY SATURDAY,SUNDAY & HOLIDAYS....\$120.00

**IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED  
A ONE HOUR NO SHOW CHARGE WILL BE CHARGED PER MAN.**

**PLAN A (SUPERVISION BY TRADESHOW SERVICES,INC.)**

To save time and alleviate exhibitor supervision, PLAN A (Supervision by TRADESHOW SERVICES,INC.) is provided so the exhibits may be installed prior to exhibitors arrival. **INCLUDE BLUEPRINTS, PHOTOGRAPHS, SHIPPING INFORMATION, and SET UP INSTRUCTIONS.** Professionally trained personnel are used on installation. When possible, all work is done on **straight time.** **CHARGE FOR SUPERVISION SERVICE IS 30% WITH A MINIMUM OF \$25.00 OF TOTAL LABOR BILL.**

We require **TRADESHOW SERVICES, INC.** to also dismantle and pack our exhibit

**LOCATION OF PLANS:** \_\_\_\_\_

**NUMBER OF PIECES:** \_\_\_\_\_

**\*PLEASE FILL OUT INFORMATION BELOW  
SO WE MAY ACCOMMODATE YOUR  
NEEDS ACCORDINGLY\***

**PLAN B ( SUPERVISION BY EXHIBIT PERSONNEL)**

Starting time guaranteed only instances where laborers are requested for the start of the working day, 8:00 a.m. unless set-up time is to begin later in the day. While every attempt will be made to provide laborers at the time requested subsequent to 8:00 a.m., such starting time must be approximate. Since laborers are assigned to jobs at the start of the day, it is impossible to gauge exact time of completion of first assignment. It is important that exhibitor check the man ordered, both in and out at the service desk. All work to be done under the supervision of the exhibitor or his representative.

| <u>Labor For Installation</u> | <u>Number Of Laborers Needed</u> | <u>Estimated Hours Each Laborer</u> | <u>Start Time</u> | <u>Date</u> |
|-------------------------------|----------------------------------|-------------------------------------|-------------------|-------------|
| Move In Day 1                 | _____                            | _____                               | _____             | _____       |
| Move In Day 2                 | _____                            | _____                               | _____             | _____       |

| <u>Labor For Dismantle</u> | <u>Number Of Laborers Needed</u> | <u>Estimated Hours Each Laborer</u> | <u>Start Time</u> | <u>Date</u> |
|----------------------------|----------------------------------|-------------------------------------|-------------------|-------------|
| Move Out Day 1             | _____                            | _____                               | _____             | _____       |
| Move Out Day 2             | _____                            | _____                               | _____             | _____       |

NAME OF SUPERVISOR \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

**CALCULATION OF ORDER :** No. of Laborers \_\_\_\_\_ X HRS. per Laborer \_\_\_\_\_ = \_\_\_\_\_ Total Hours  
Total Hours \_\_\_\_\_ X Rate per Hour \_\_\_\_\_ = \$ \_\_\_\_\_ Total Due

**NOTE:** *We understand that your calculation is only an estimate. Invoicing will be done from the actual hours worked*

**SUB TOTAL \$** \_\_\_\_\_ **SALES TAX 7.5% \$** \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_





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| ADDRESS                             |   |     | PHONE     |
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DAYTON HAMVENTION 2024

**Deadline Date: Thursday, May 9**

## FORKLIFT SERVICE FORM

### RATES:

STRAIGHT TIME HOURLY RATE  
8:00 A.M. - 5:00 P.M.  
MONDAY thru FRIDAY.....\$100.00

OVERTIME & SHOW SITE ORDER HOURLY RATE  
BEFORE 8:00 A.M. AFTER 5:00 P.M. WEEKDAYS,  
ALL DAY SATURDAY, SUNDAY & HOLIDAYS....\$150.00

**NOTE: THE ABOVE RATES ARE PER HOUR OR ANY PART OF AN HOUR. This fee will be charged each time a driver is sent to a booth. (i.e. Exhibitor orders the service at 1:00pm and lasts for 15 mins. A ONE hour fee will be charged. The exhibitor requests the service again at 3:00pm and lasts 30mins. another ONE hour fee will be charged). THIS SERVICE DOES NOT REPLACE FREIGHT MATERIAL HANDLING SERVICE.**

#### MOVE IN SCHEDULE

DAY 1      DATE \_\_\_\_\_ # LIFTS \_\_\_\_\_ TIME \_\_\_\_\_

DAY 2      DATE \_\_\_\_\_ # LIFTS \_\_\_\_\_ TIME \_\_\_\_\_

TOTAL HOURS    ST \_\_\_\_\_    SHOW SITE \_\_\_\_\_    OT \_\_\_\_\_

#### MOVE OUT SCHEDULE

DAY 1      DATE \_\_\_\_\_ # LIFTS \_\_\_\_\_ TIME \_\_\_\_\_

DAY 2      DATE \_\_\_\_\_ # LIFTS \_\_\_\_\_ TIME \_\_\_\_\_

TOTAL HOURS    ST \_\_\_\_\_    SHOW SITE \_\_\_\_\_    OT \_\_\_\_\_

**\*\*THE EXHIBITOR IS RESPONSIBLE TO CHECK IN WITH TRADESHOW SERVICES, INC. SERVICE DESK WHEN FORKLIFT IS NEEDED\*\***

SUB TOTAL \$ \_\_\_\_\_

SALES TAX 7.5 %      \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_



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|                                     |       |   |           |      |
|-------------------------------------|-------|---|-----------|------|
| COMPANY NAME (PLEASE PRINT OR TYPE) |       |   | BOOTH NO. |      |
| ADDRESS                             |       |   | PHONE     |      |
| CITY                                | STATE | ZIP                                     | FAX       |      |
| PLEASE PRINT OR TYPE CONTACT PERSON |       | E-Mail Address (for order confirmation) |           | DATE |

**DAYTON HAMVENTION 2024**

**DEADLINE DATE: THURSDAY, MAY 9**

### VACUUMING BOOTH CARPET

**CARPET CLEANING:**

Carpet Rented from **TRADESHOW SERVICES, INC.** is Vacuumed **Once** before opening of Event at **NO CHARGE**

Vacuuming daily thereafter - \$.30 per sq. ft.

When ordering vacuuming service calculate # of \_\_\_\_\_ days.

Vacuuming \_\_\_\_\_ ( square feet ) x \$.30 sq. ft. (rate) x \_\_\_\_\_ (number of days) = \$ \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_

7.5 % SALES TAX \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_