

Rowan Pacific Rim Decorators
 655 East Ship Creek Avenue
 Anchorage AK 99501
 276-1818 ph. / 276-6894 fax
nicole@rowandecorators.com



35th Annual Lions Leadership Forum

September 22nd – 24th, 2011

Discount Due Date: September 8th, 2011

PAYMENT POLICY AND CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY We require your credit card authorization to be on file with Rowan Pacific Rim Decorators.

Payment may be made by checks drawn on a U.S. Funds Account, MasterCard, or VISA; however, we require your credit card authorization to be on file with Rowan Pacific Rim Decorators.

For you convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for the event.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to standard Rates and processed only with full payment when placed.

CREDIT CARD AUTHORIZATION		<i>(Information must be Provided)</i>		Expiration Date																																			
<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			/																																
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PRINT CARDHOLDER NAME				SIGNATURE OF CARDHOLDER																																			

UNPAID BALANCES- Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by ROWAN PACIFIC RIM DECORATORS shall be either applied to reduce the principle unpaid balance or refunded to the exhibitor. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF ALASKA.

Calculation of Orders	*PURCHASE ORDER IS NOT CONSIDERED PAYMENT*	TOTAL
Furnishings and Carpet		\$
Electric Service		\$
Drayage		\$
Installation/Dismantle Labor		\$
Other Rowan Services (Specify)		\$

Full Payment in U.S. funds drawn on a U.S. Bank

	Total	\$
Charge my credit card in the amount of		\$

Check No. Date In the amount of

Please Print Clearly

Company		Booth#
Address		Country
City	State	Zip
Phone ()	Fax ()	
Email		
Print Name		
Signature		Date

Rowan Use Only	
Date Received	
Check Amount	
Credit Card Ref.	
Posted	
Invoice Number	
(Open Balance)	
Rep:	Date:

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TERMS AND CONDITIONS FOR ALL SERVICES BY ROWAN PACIFIC RIM DECORATORS TO LESSEES/CUSTOMERS

1. This lease/contract comprises the entire terms & conditions between Rowan Pacific Rim Decorators, Inc. and the Lessee/Customer. It is acknowledged that there are no understandings, representations, warranties, promises, verbal or otherwise, pertaining to this lease/contract or to the equipment, which is not incorporated herein expressly by reference or attached hereto.
2. Company shall have the right without notice to terminate this contract in the event of breach of any of its terms, conditions or promises.
3. We suggest that you arrange all-risk insurance coverage on your exhibits and materials, as Rowan limits its liability to \$5.00 per article, with a maximum of \$50.00 per each claim situation.
4. Lessee/Customer agrees to pay 1-1/2% minimum interest per month on outstanding balance and all collection and attorney fees applicable in the event Lessee/Customer does not meet Company payment terms.
5. The person signing this order or an order form at an event for the customer, guarantees payment of the account personally.
6. All charges are earned upon performance by the Company, regardless of subsequent events.
7. The said equipment shall at all times remain and be the sole and exclusive property of the Company and the Lessee shall have only the right to use it under the conditions here contained. The rental equipment shall not be transferred, leased, used or subject to any person other than the Customer that ordered. This lease shall not be assigned by Lessee by his own act or by the operation of law. The equipment will not be removed from said premises and will not be used at any other place or for any other purpose except that stipulated.
8. At the Company's sole option, and without any obligation on its part, Company shall at all times have the right of free access to the lease equipment for the purpose of inspecting it and watching its use or operation or determining the nature and extent of its use.
9. The Customer shall at all times and at his own expense keep the leased equipment in good, safe and efficient working order, repair and condition and shall not permit anyone to injure, deface, or remove it or any part thereof. All rental equipment will be subject to a clean-up and damage charges, and Lessee will be charged for any equipment not available for pickup or returned to Company at the close of the event.
10. TERMS: Unless otherwise specified, all prices are net upon presentation. Any items that are cancelled after our move-in are to be charged 1/3 of the standard rate of the item.



Rates, Standard or discount are good for the duration of the entire show

For Example: If you would like an outlet for a 1-5 day show, the price would be the same.

ELECTRICAL SERVICE: 120 VOLTS	Discount	Standard	24 Hour=1.5 x rate	QTY	Amount
0-500 Watts (5 Amps)	<u>\$84.75</u>	<u>\$91.25</u>	_____	_____	_____
501-1000 Watts (10 Amps)	<u>\$94.75</u>	<u>\$101.50</u>	_____	_____	_____
1001-1500 Watts (20 Amps)	<u>\$100.75</u>	<u>\$120.50</u>	_____	_____	_____
1501-2000 Watts	<u>\$112.25</u>	<u>\$122.75</u>	_____	_____	_____
2001-2500 Watts	<u>\$120.75</u>	<u>\$135.25</u>	_____	_____	_____
208 Volts Single or Three Phase (please indicate w/ "S" or "T")					
10 Amps	<u>\$99.25</u>	<u>\$114.25</u>	_____	_____	_____
15 Amps	<u>\$106.50</u>	<u>\$122.50</u>	_____	_____	_____
20 Amps	<u>\$113.75</u>	<u>\$130.75</u>	_____	_____	_____
30 Amps	<u>\$121.75</u>	<u>\$140.00</u>	_____	_____	_____
50 Amps (If over 50 amps, call for Quote)	<u>\$130.50</u>	<u>\$150.25</u>	_____	_____	_____
*(24hour is for a refrigerator or cooler)					
Labor Required (1 Hour Minimum)					
Straight time = 7am - 8pm 7days a week	<u>\$77.75</u>		_____	_____	_____
Overtime = 8pm- 7am - 7days a week	<u>\$113.25</u>		_____	_____	_____
Additional Equipment & Service					
500 Watt Overhead Floodlight (Includes outlet and labor)	<u>\$88.50</u>	<u>\$98.50</u>	_____	_____	_____
300 Watt Overhead Floodlight (Includes outlet and labor)	<u>\$78.50</u>	<u>\$88.50</u>	_____	_____	_____
Power Strip	<u>\$17.50</u>	<u>\$20.50</u>	_____	_____	_____
Ground 25ft extension cord	<u>\$15.25</u>	<u>\$19.75</u>	_____	_____	_____
Cube Tab	<u>\$14.25</u>	<u>\$16.00</u>	_____	_____	_____

PLEASE REMEMBER THAT AN ELECTRICAL INVENTORY IS PERFORMED BY A ROWAN REPRESENTATIVE IN THE MORNINGS. ANY ELECTRIC USED BUT NOT PAID FOR, WILL BE CHARGED TO THE EXHIBITOR THE FOLLOWING DAY. THANK YOU.

NOTICE

Your electrical service will be "on" at the start of the show. There may be intermittent power outages as we lay in. Please check at event desk if you need to test your equipment before exhibition.

STANDARD PRICES WILL BE APPLIED TO ORDERS THAT ARE NOT RECEIVED 10 CALENDAR DAYS PRIOR TO THE FIRST MOVE IN DAY

WE ARE NOT RESPONSIBLE FOR VOLTAGE FLUCTUATION OR POWER FAILURE.

Electrical labor for 120 volt outlets is not required but should be ordered if unusual arrangements must be made for your exhibit

All electrical installations must meet safety specifications
If over 50 Amps call or email for Quote

Only one outlet will be provided for each power line if ordered through management or exhibitor.

Power cannot be shared between booths.

Power is located at the rear of the booth

No refunds will be issued for services installed.

Pre-Order guaranteed by show opening.

Exhibitors must provide their own air regulator, fitting(s) and adaptor(s).

All power will be turned off 1 hour after show closing.



Furniture: Chairs	Discount Rates	Standard Rates	Qty	Amount
Padded Chair - Gray	<u>\$41.25</u>	<u>\$59.50</u>	_____	_____
Padded Arm Chair - Gray	<u>\$49.75</u>	<u>\$71.50</u>	_____	_____
Chrome Folding Chair - White	<u>\$11.50</u>	<u>\$17.75</u>	_____	_____
Padded Stool	<u>\$50.25</u>	<u>\$62.50</u>	_____	_____
Wooden Stool	<u>\$18.50</u>	<u>\$23.25</u>	_____	_____

Tables: Round & Cocktail	Discount Rates	Standard Rates	Qty	Amount
42" Round Table Draped	<u>\$86.50</u>	<u>\$101.75</u>	_____	_____
42" Round Table Plain	<u>\$50.00</u>	<u>\$68.50</u>	_____	_____

42" Round Counter Draped	<u>\$95.50</u>	<u>\$105.75</u>	_____	_____
42" Round Counter Plain	<u>\$55.25</u>	<u>\$71.75</u>	_____	_____

Cocktail Table (24"d x 15"h)	<u>\$49.50</u>	<u>\$60.50</u>	_____	_____
Writing Table (24"d x 30"h)	<u>\$51.75</u>	<u>\$63.50</u>	_____	_____
Pedestal Table (24"d x 42"h)	<u>\$78.75</u>	<u>\$97.50</u>	_____	_____

Accessories	Discount Rates	Standard Rates	Qty	Amount
Wastebasket	<u>\$13.25</u>	<u>\$17.00</u>	_____	_____
Sign Easel	<u>\$32.25</u>	<u>\$42.25</u>	_____	_____
Coat Tree	<u>\$33.50</u>	<u>\$43.75</u>	_____	_____
6' Rolling Garment Rack	<u>\$54.50</u>	<u>\$63.00</u>	_____	_____
Chrome Sign Holder (22" x 28")	<u>\$57.75</u>	<u>\$71.00</u>	_____	_____
Bag Stand	<u>\$57.75</u>	<u>\$71.00</u>	_____	_____
Literature Rack	<u>\$57.75</u>	<u>\$71.00</u>	_____	_____
Chrome Aisle Stanchion	<u>\$30.25</u>	<u>\$36.50</u>	_____	_____
2 ^{LB} Fire Extinguisher	<u>\$21.50</u>	_____	_____	_____
Plastic Chain (Price per foot)	<u>\$7.75</u>	<u>\$8.25</u>	_____	_____
Red velour Rope (Price per ft)	<u>\$9.00/Ft</u>	<u>\$11.00/Ft</u>	_____	_____
8' Tubes and Bases	<u>\$18.25</u>	_____	_____	_____
6'-10' Expandable Rail	<u>\$25.00</u>	_____	_____	_____
3' Tubes and Bases	<u>\$15.50</u>	_____	_____	_____

Display Panels	Discount Rates	Standard Rates	Qty	Amount
Velcro Display Panel <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	_____	_____	_____	_____

2' x 8' (Gray)	<u>\$65.50</u>	<u>\$78.50</u>	_____	_____
4' x 8' (Gray)	<u>\$76.50</u>	<u>\$88.75</u>	_____	_____

Pro-Panel	Discount Rates	Standard Rates	Qty	Amount
7' x 38" (Gray)	<u>\$56.75</u>	<u>\$68.75</u>	_____	_____

↑ *Double Sided, Vertical Only*
 *Vinyl over panels 1-1/2 times reg. price

Burlap Panel, 4' x 8' (Tan)	<u>\$73.75</u>	<u>\$91.00</u>	_____	_____
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Table Top Risers	Discount Rates	Standard Rates	Qty	Amount
One-Step Risers (8" High)	_____	_____	_____	_____

4' x 8" One-Step Riser	<u>\$25.50</u>	<u>\$31.50</u>	_____	_____
6' x 8" One-Step Riser	<u>\$31.75</u>	<u>\$38.25</u>	_____	_____

Two-Step Risers (16" High)	Discount Rates	Standard Rates	Qty	Amount
4' x 16" Two-Step Riser	<u>\$36.75</u>	<u>\$42.50</u>	_____	_____

6' x 16" Two-Step Riser	<u>\$41.50</u>	<u>\$48.25</u>	_____	_____
8' x 16" Two-Step Riser	<u>\$50.75</u>	<u>\$57.50</u>	_____	_____

Vinyl Riser Draping (Price/Ft)	<u>\$11.00</u>	<u>\$13.75</u>	_____	_____
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Furniture: Tables	Discount Rates	Standard Rates	Qty	Amount
Standard Height (28" High)	_____	_____	_____	_____
4' x 24" Table-Draped	<u>\$67.75</u>	<u>\$83.50</u>	_____	_____
4' x 24" Table- Plain	<u>\$36.75</u>	<u>\$45.75</u>	_____	_____
6' x 24" Table-Draped	<u>\$82.00</u>	<u>\$101.50</u>	_____	_____
6' x 24" Table-Plain	<u>\$44.50</u>	<u>\$54.50</u>	_____	_____
8' x 24" Table-Draped	<u>\$96.75</u>	<u>\$120.00</u>	_____	_____
8' x 24" Table-Plain	<u>\$55.25</u>	<u>\$69.00</u>	_____	_____

Counter Height (38" High)	Discount Rates	Standard Rates	Qty	Amount
4' x 24" Counter-Draped	<u>\$75.50</u>	<u>\$93.50</u>	_____	_____
4' x 24" Counter-Plain	<u>\$42.00</u>	<u>\$49.75</u>	_____	_____

6' x 24" Counter-Draped	<u>\$90.25</u>	<u>\$111.50</u>	_____	_____
6' x 24" Counter-Plain	<u>\$44.50</u>	<u>\$55.50</u>	_____	_____

8' x 24" Counter-Draped	<u>\$107.50</u>	<u>\$129.25</u>	_____	_____
8' x 24" Counter-Plain	<u>\$54.25</u>	<u>\$75.50</u>	_____	_____

Table Skirts	Discount Rates	Standard Rates	Qty	Amount
Table Skirt	<u>\$32.75</u>	<u>\$38.50</u>	_____	_____
Counter Skirt	<u>\$35.75</u>	<u>\$41.50</u>	_____	_____
Forth Side Skirted for 6' and 8'	<u>\$31.75</u>	<u>\$37.75</u>	_____	_____

Table/Fabric Draping Color Preferred:
 Royal Blue Red Gold Brown Black Teal White
 Forest Green Dusty Rose Silver *Lime Green *no counter skirts

Other Color for Fabric Wall ONLY:
 Ivory Orange Burgundy

Fabric Wall	Discount Rates	Standard Rates	Qty	Amount
36" High Fabric Wall	<u>\$11.00/ft</u>	<u>\$12.25/ft</u>	_____	_____
7' High Fabric Wall	<u>\$12.00/ft</u>	<u>\$14.00/ft</u>	_____	_____
8' High Fabric Wall	<u>\$13.50/ft</u>	<u>\$15.75/ft</u>	_____	_____
11' High Fabric Wall	<u>\$16.00/ft</u>	<u>\$18.50/ft</u>	_____	_____

Carpet (price includes installation and taping from the edge)	Discount Rates	Standard Rates	Qty	Amount
9' x 10' (8' x 10') Carpet	<u>\$102.00</u>	<u>\$126.25</u>	_____	_____
9' x 20' (8' x 20') Carpet	<u>\$199.00</u>	<u>\$247.50</u>	_____	_____
9' x 30' (8' x 30') Carpet	<u>\$296.00</u>	<u>\$368.75</u>	_____	_____
9' x 40' (8' x 40') Carpet	<u>\$374.50</u>	<u>\$389.50</u>	_____	_____

Carpet larger than 9' x 40' please call for quote

Custom Cut Carpet _____ft x _____ft	_____	_____	_____	_____
Carpet Padding/sq. ft. _____ft x _____ft	_____	_____	_____	_____
Visqueen Covering _____ft x _____ft	<u>\$1.50 Sq.Ft.</u>	<u>\$2.50 Sq.Ft.</u>	_____	_____
Additional Taping <i>per linear ft.</i>	<u>\$2.25/LF</u>	<u>\$2.85 LF</u>	_____	_____

Carpet Color Preferred:
 Red Forest Green Blue Black Gray Burgundy

BANNER FRAMEWORK \$65.25/10' \$78.75/10-20'

Company: _____	Booth# _____
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Total for This Page \$

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INBOUND FREIGHT AND DRAYAGE

Freight will not be brought to show until we receive this form with Payment
COLLECT SHIPMENTS WILL NOT BE ACCEPTED!

ROWAN WILL RECEIVE YOUR FREIGHT AT ANY TIME SHOW IS OPEN!

- ◆ Receive crated shipments at the warehouse
- ◆ Store up to 60 days prior to the show
- ◆ Deliver to the booth
- ◆ Removal and storage of empty containers
- ◆ Delivery of empty containers to booth at close of show

Shipments to Show site will be billed the same as if received in Warehouse.

DRAYAGE CHARGES:

First 1 – 200 LBS.....\$98.75/USD
 201 or more LBS.....\$0.50 CWT (.50 cents per lb/USD)

**Rates are based on straight time handling. Overtime handling is subject to an additional 25% charge. All charges are based on inbound freight weight. Special handling or rigging charges of large and awkward pieces will have additional charge assessed.*

ADDRESS YOUR SHIPMENT:

EVENT/BOOTH#
 Your Company Name
 c/o Rowan Pacific Rim Decorators
 655 E Ship Creek Ave
 Anchorage, AK 99501

OUTBOUND FORWARDING

We will have an exhibitor representative at the show the day before move-out to assist with Outbound Shipping. We require a credit card number on file before we will deliver the freight to the show or handle any outbound shipments. **Please see next page.**

INBOUND FREIGHT INFORMATION

# Pcs. (1/1)	Weight	Description	Carrier

Compute Costs if over 200 LBs

Total lbs:		-200	=	lbs.	x \$.50	= \$	+ \$98.75	= \$
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Shipper Contact		Phone #
E-mail	Tracking Info:	

Company	Booth#	Page Total	\$
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OUTBOUND FREIGHT SERVICES

OUTBOUND FREIGHT INFORMATION		
Company	Carrier Selected	Service Type
Your Name	Your Address	City
State	Country	Zip
Contact #	E-mail	
Account Number:		

SHIP TO INFO			
NAME	PHONE	()	- X
ADDRESS			
ADDRESS			
CITY			
STATE			

SCHEDULE OF OUTBOUND SERVICES & FEES		
1.	Tender Labeled shipment to Rowan at Show site ("freight-sitting) until pick up by Carrier	\$21.25
2.	Small packages only: Left w/Rowan and we take it to Kinkos-Fed Ex or UPS Stores (For Fed Ex/UPS only)	\$57.50
3.	On-site full service: label & schedule pick up from show floor "day before" close of show	63.75
3.	Back to Warehouse service: Already labeled & scheduled for pick up-man/ truck charge-small	\$67.50
3b..	Back to Warehouse service: Already labeled & scheduled for pick up-man/ truck charge-large 200lbs+	\$88.75
4.	LABOR: Packing, banding, wrapping to ready for shipment off show floor	\$85.00/hr
5.	Freight Back to Warehouse, we label, schedule and tender from our plant (full service)	\$105.00
6.	Pallets (we have them for sale should you need them!)	\$15.00 ea
7.	Shrink Wrap (cents per foot), Banding (priced by the material)	\$.85/ft

IMPORTANT!

Our service is for handling and labor. All shipments must be accompanied by a credit card or shipper account number. We do not provide rating service or a list of comparison quotes.

Orders for outbound services must be accompanied by a credit card info sheet (page 1 of this kit) and your shipper account number for the carrier you choose. If the carrier of your choosing routes the billing to our company accounts, the card on file will be charged for what we are charged or we will ask for a rebill using the account number you provided. Full documentation will be made to your accounting department.

Questions: Please contact Maryane maryane@rowandecorators.com or (877) 276-1818