

EVENT MANAGEMENT UNLIMITED

Patrick Frese 4343 16th St. #130 Moline, IL 61265

(309) 912-6711 Office (309) 797-3160 fax

eventmgmtpmf@gmail.com

Dear Manufacturing Representative,

Event Management Unlimited has been selected as the exclusive decorator for the Quad City Regional Auto Show, March 4-6, 2022

Enclosed are order forms for services and furnishings. Please note: **By ordering early you can save money!** To take advantage of these cost savings, payment must accompany order and be received by February 18, 2022 This applies to everyone, including display companies. In the event a display company is used, a third party billing form must be filled out and signed by the exhibitor.

Please note: All services for the show must be ordered through

Event Management Unlimited

Advance freight will be accepted at Roederer Transfer, 513 Fillmore St., Davenport, IA 52802. Shipments must be sent prepaid. Freight shipped to Bend XPO will only be received on designated move in days only.

Event Management Unlimited will maintain a service desk throughout the run of the entire show to better assist you, during move in, show hours, and move out. If you have any questions, please call us to help.

We look forward to working with you to make your stay at the show smooth and successful.

Respectfully,

Patrick Frese
President

EVENT MANAGEMENT UNLIMITED

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(309) 912-6711(309) 797-3160 Fax
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DIRECTORY OF SERVICES

AUTO SHOW COORDINATOR

AD Strategies
101 Bay St, Suite 201
Easton MD 21601
Office 410 822-2450 x16
Fax 888-456-2450
Alastair Gracie-alastairg@adstrategies.com

DECORATOR: FURNISHINGS, FREIGHT HANDLING, LABOR, & FORK LIFT SERVICES

Event Management Unlimited
Patrick Frese, President
4343 16th St. #130
Moline, Illinois 61265
Office 309-912-6711
Fax 309-797-3160

ELECTRICAL & TELEPHONE & SHOW BUILDING

Bend XPO
922 Mississippi Parkway
East Moline, Ill 61244
(309)751- 4280
Fax info@bendexpo.com

FLORIST

Colman Florist & Greenhouses, Inc
1623 2nd Ave.
Rock Island, Illinois 61201
309-786-4433
800-827-1385
colman@colmanflorist.com

FREIGHT HANDLING

(freight inquires only)
Event Management Unlimited
4343 16th St. #130
Moline, IL, IL 61265
309-912-6711

ACCOMODATIONS

Hyatt Place
111Bend Blvd
East Moline, IL 61244
(309) 278-4798

Hyatt House
111 Bend Blvd
EastMoline ,IL61244
(309) 278-4798

Exhibitor Service Kit

Event Management Unlimited
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Dear Exhibitor:

Welcome to the **Quad City Regional Auto Show** at the **Bend XPO in EastMoline ILL on March 4-6, 2022** There is a **savings of 25% - 35%** when ordering and paying before **February 18, 2022. These advance prices are only valid if full payment is received prior to the above date.** This policy applies to everyone, including display companies.

The hall will be carpeted.

Enclosed are order forms for our services.

Please note: All services for the show must be ordered through

Event Management Unlimited

If there are any other services that you may require, please call so that we may assist you.

Sincerely,

Patrick Frese
Event Management Unlimited

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AMOUNT	WOOD DISPLAY TABLES	ADVANCE ORDER	FLOOR ORDER	TOTAL
_____	2'x 4'x 30" high not skirted	\$20.00	\$24.50	_____
_____	2'x 4'x 30" high skirted	\$60.00	\$70.00	_____
_____	2'x 6'x 30" high not skirted	\$20.00	\$24.50	_____
_____	2' x 6' x 30" high skirted	\$65.00	\$81.50	_____
_____	2'x 8'x 30" high not skirted	\$25.00	\$31.00	_____
_____	2'x 8'x 30" high skirted	\$65.00	\$81.50	_____
	RAISED TABLES			
_____	2'x 4'x 42" high not skirted	\$25.00	\$31.00	_____
_____	2' x 4' x 42" high skirted	\$60.00	\$75.00	_____
_____	2'x 6'x 42" high not skirted	\$29.00	\$34.00	_____
_____	2'x 6'x 42" high skirted	\$70.00	\$88.00	_____
_____	2'x 8'x 42" high not skirted	\$35.00	\$44.00	_____
_____	2'x 8'x 42" high skirted	\$75.00	\$94.50	_____

SKIRTING COLORS: _____ WHITE _____ BLUE _____ RED _____ BLACK _____ TEAL/SEAFOAM
 _____ BURGUNDY _____ SILVER _____ SHOW COLORS

CHAIRS				
_____	Folding chairs	\$ 3.50	\$ 4.50	_____
_____	Chrome stool	\$35.00	\$42.00	_____
_____	Wooden stools	\$25.00	\$31.00	_____

CARPETING				
_____	9'x 10'	\$ 70.00	\$ 80.00	_____
_____	9'x 20	\$138.00	\$158.00	_____
_____	9'x 30	\$210.00	\$240.00	_____
	Special size (per square foot)	\$ 1.35	\$ 1.65	_____

CARPETING COLORS: _____ BLUE _____ GREY _____ BURGUNDY _____ BLACK _____ RED

MISCELLANEOUS				
_____	Wastebasket	\$ 12.00	\$ 15.00	_____
_____	Chrome easels	\$ 30.00	\$ 35.00	_____
_____	36" round or square pedestal table	\$ 65.00	\$ 80.50	_____
	_____ 18" _____ 30" _____ 40"			

EXHIBITION: 2022 Quad City Regional Auto Show TOTAL _____

COMPANY NAME: _____

ADDRESS: _____

CITY/ STATE/ ZIP: _____ TELEPHONE () _____

ORDERED BY: _____ SIGNATURE: _____

DATE: _____ BOOTH NO. _____

REMIT FULL PAYMENT WITH ORDER. ALL CHARGES MUST BE PAID BEFORE THE SHOW

Please remit with payment to: Event Management Unlimited 4343 16th St. #130 Moline, IL 61265

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DISPLAY LABOR Service order form

All labor will be assigned as close to the requested time as possible. To guarantee labor, it must be ordered in advance.

Our labor rates: Monday thru Friday 8:00am - 4:30pm

Under Exhibitor supervision: \$ 50.50 per hour
Under Event Management Unlimited supervision: \$ 59.50 per hour

Labor rates are subject to union contract changes and require a 2 hour minimum per worker.

****Add \$48.00 per hour for overtime hours after 4:30pm, weekend, and holidays****

These prices are advanced prices. Orders on show floor will be an additional \$10.00 per hour.

Please note: Any orders placed or changed on show site are subject to a 4 hour minimum charge.
Billing is on an hourly basis.

# of men	Date	Time	# of hours
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Labor to set up display _____

Labor to take down display _____

of hours _____ x rate _____ = total due _____

Exhibition: 2022 Quad City Regional Auto Show

Company Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Signature: _____

Date: _____ Booth #: _____

Payment Deadline: February 18, 2022

Payments placed after this date are subject to \$45.00 late penalty.

Please remit with payment to:

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FREIGHT INFORMATION

Event Management Unlimited will handle your freight shipment if you so decide. All shipments delivered to the hall on the day of set-up will be received to assure that you have your display of product. ALL SHIPMENTS MUST BE PREPAID. No shipments will be received before the first day of set-up at the hall. They will be refused and redelivered at your expense. PLEASE AVOID THESE EXTRA CHARGES.

To ship in advance, to Roderer

Transfer, Advance shipments

must arrive:

Before: February 18, 2022

After: February 28, 2022

Roderer Transfer

513 Fillmore St.

Davenport, IA 52802

Iowa-Illinois Regional Auto Show

(Your Company name & booth#)

Note: ALL SHIPMENTS MUST BE PREPAID. ALL SHIPMENTS MUST BE CRATED. To avoid additional charges, please stay on these schedules. To make special arrangements or if you have any questions, please call (309)912-6711

The charges for our services are as follows:

Advance shipment: \$46.00 per 100 pounds with 200 pound minimum

Weight of shipment (lbs.) divided by 100 = (round up) x rate \$46.00 = Total charges due.

Send payment along with this form to: Event Management Unlimited

4343 16th St. #130

Moline, IL 61265

Estimate the weight if necessary. **To avoid a 35% additional charge**, please prepay freight charges. For shipments over 1000 lbs., please send a description and a break down of the piece count and weights. These charges include receiving, delivery to the booth, removal of empty crates, return to empties and reloading shipment at the close of the show. Event Management Unlimited will not be responsible for concealed damages, nor after the freight has been placed in the booth, and at the close of the show for freight that has disappeared before it has been picked up. Make sure your materials are properly insured against fire, theft and hazards while in transit, to and from your booth and for the duration of the show. The maximum liability of Event Management Unlimited is limited to the amount we have charged you for our freight services.

Please note: NO freight will be received without WEIGHT TICKETS!

Drivers arriving without tickets will be directed to nearest weigh station.

A 25% charge will be assessed on estimated freight w/o weight ticket.

Name of show: 2022 Quad City Regional Auto Show

Booth No. _____

Company Name: _____ Phone/Fax: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Signature: _____ Date: _____

PLEASE SIGN AND RETURN THIS FORM AND PAYMENT AS EARLY AS POSSIBLE. THIS WILL ALERT OUR STAFF TO LOOK FOR YOUR SHIPMENT.

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FORK LIFT RENTAL FORM

"Fork lift orders are on a first come-first serve basis so advance ordering is recommended."

	DATE	TIME	# OF HOURS
EXHIBITOR MOVE-IN	_____	_____	_____
EXHIBITOR MOVE-OUT	_____	_____	_____

****TWO HOUR MINIMUM FOR ALL FORK LIFT ORDERS****

OF HOURS _____ X \$99.00 = TOTAL DUE _____

Please note: There is a 20% late charge if ordered after February 18, 2022
Overtime rates apply after 4:30 p.m. weekdays, all day weekends, and holidays.
Overtime rate is \$147/hr.

EXHIBITION: 2022 Quad City Regional Auto Show

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____

ZIP CODE: _____ **SIGNATURE:** _____

DATE: _____ **BOOTH NUMBER:** _____

ORDER DEADLINE: February 18, 2022

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CREDIT CARD AUTHORIZATION

_____ MASTERCARD _____ VISA _____ AMERICAN EXPRESS

Account #: _____

Expiration Date: ____/____ Security code: _____

Cardholder's Signature: _____

Cardholder's Name (print): _____

Company Name: _____

Billing Address: _____

City: _____ State: _____

Zip Code: _____ Phone Number: () _____ FAX: () _____

Booth Number: _____

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THIRD PARTY BILLING

The exhibiting firm is responsible for the payment of all charges. In the event that you have arranged for an exhibit house or other party to handle your display, we will agree to invoice your firm in care of the exhibit house or other third party only if this form is completed and returned.

The exhibiting firm must authorize Event Management Unlimited to send invoices to a third party by completing this form, including a signature and returning it to our office at least one week prior to exhibitor move in.

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of all charges, in the event that the named third party does not discharge payment upon receipt of Event Management Unlimited invoices. The exhibiting firm must sign this authorization.

Exhibiting firm: _____

Authorized by: _____

Signature: _____

Title: _____ Phone number: () _____

Third party/Display house: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone number: () _____

Any questions regarding credit procedures, please call (309) 912-6711

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