

# EVENT MANAGEMENT UNLIMITED

Patrick Frese ✕ 4343 16th St. #130 ✕ Moline, IL 61265 ✕  
(309) 797-3900 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, February 7 - 9, 2020.

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 January 24, 2020. 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 the RiverCenter 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

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## DIRECTORY OF SERVICES

### **AUTO SHOW COORDINATOR**

Motor Trend Auto Shows  
831 South Douglas St.  
El Segundo, CA 90245  
Office 310-531-5984  
Fax 323-843-9224  
Derek Walsh, Show Manager

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

Event Management Unlimited  
Patrick Frese, President  
4343 16th St. #130  
Moline, Illinois 61265  
Office 309-797-3900  
Fax 309-797-3160

### **ELECTRICAL & TELEPHONE & SHOW BUILDING**

River Center  
136 E. Third Street  
Davenport, Iowa 52801  
563-326-8500  
Fax 563-326-8505

### **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  
309-797-3900

### **ACCOMODATIONS**

Radisson Quad City Plaza Hotel  
111 E. 2<sup>nd</sup> St.  
Davenport, Iowa 52801  
563-322-2200  
Fax 563-322-9939

Hotel Blackhawk  
111 E. 3<sup>rd</sup> St.  
Davenport, IA 52801  
563-322-5000  
Fax 563-322-5010

# Exhibitor Service Kit

Event Management Unlimited  
4343 16th St. #130  
Moline, IL 61265  
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**Dear Exhibitor:**

Welcome to the **Quad City Regional Auto Show** at the **River Center in Davenport, Iowa on February 7- 9, 2020.**

There is a **savings of 25% - 35%** when ordering and paying before **January 24, 2020.** **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	_____
<b>RAISED TABLES</b>				
_____	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

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

<b>CARPETING</b>				
_____	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

<b>MISCELLANEOUS</b>				
_____	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: 2020 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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Patrick Frese ~ 4343 16th St. #130 Moline, IL 61265 (309) 797-3900 ~ (309) 797-3160 Fax  
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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: 2020 Quad City Regional Auto Show

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Booth #: \_\_\_\_\_

Payment Deadline: January 24, 2020

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

Please remit with payment to:

Event Management Unlimited 4343 16th St. #130 Moline, IL 61265

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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, address to:**

**Roderer Transfer**

**513 Fillmore St.**

**Davenport, IA 52802**

**Iowa-Illinois Regional Auto Show**

**(Your Company name & booth#)**

**Advance shipments must arrive:**

**After: January 24, 2020**

**Before: February 3, 2020**

**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) 797-3900.**

**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: 2020 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.**

**Please remit with payment to:**

**Event Management Unlimited 4343 16th St. #130 Moline, IL 61265**

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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 January 24, 2020.**

**Overtime rates apply after 4:30 p.m. weekdays, all day weekends, and holidays.**

**Overtime rate is \$147/hr.**

**EXHIBITION: 2020 Quad City Regional Auto Show**

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

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

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

ZIP CODE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

**ORDER DEADLINE: January 24, 2020**

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

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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: \_\_\_\_\_

### **Please return to:**

Event Management Unlimited  
4343 16th St. #130  
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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) 797-3900.

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