1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

SHOW INFORMATION

Oklahoma State FFA Convention 2027

Arvest Convention Center, Tulsa, Oklahoma
May 4-5, 2027 (Tuesday-Wednesday)

FOR EASY ONLINE ORDERING PLEASE VISIT

www.event1inc.net

Official Service Contractor
Event 1 Productions, Inc.
1601 S. 129th W. Ave.
Sand Springs, OK 74063
Phone: 918-245-8006
Fax: 918-245-8007
Email: mail@event1inc.net
Online: www.event1inc.net

Show Location
Arvest Convention Center, Halls A,B & C
100 Civic Center
Tulsa, OK 74102

Show Information

Backwall Drape:	BLUE/GOLD/BLUE
Sidewall Drape:	BLUE
Table Skirting:	BLUE

Single Booth Package (10'X10')
8' Back Drape and 3' Siderail
1-8' Skirted Table
2-Folding Chairs
1-Wastebasket with Liner
1-Exhibitor D Sign (7"X36")

NOTES: ** Electricity/internet are not provided with your booth package.
If you need electricity or internet services, visit
https://exhibitors.venueops.com/exhibitorStore/account-1025/exhibition-1603-A/category/category-4.
**** The convention center floor is NOT carpeted.**
Please order carpet/padding online or refer to page 8 in this packet.

At the close of the show, all exhibitor orders must be paid in full.
All unpaid balances at the end of the show will have an additional $125.00 re-processing fee automatically added.

IMPORTANT DATES & TIMES:
All dates are for 2027, unless otherwise noted. All times are Central Time.
Be sure to check all order forms for additional information and deadlines:

Discount Deadline (for orders received w/ payment):	**Monday, April 19**	**by 4:30pm**
Advance Shipments may begin arriving at Warehouse:	**Monday, April 12**	
Advance Shipments will be accepted until:	**Wednesday, April 28**	by 4:30pm
Direct Shipments to Exhibit Site will ONLY be accepted:	**Monday, May 3**	9:00am-4:00pm
Exhibitor Installation:	**Monday, May 3**	9:00am-5:00pm
	Tuesday, May 4	8:00am-10:00am
Show Hours	**Tuesday, May 4**	10:00am-6:00pm
	Wednesday, May 5	9:00am-5:00pm
Exhibitor Dismantle:	**Wednesday, May 5**	5:00pm-9:00pm

Exhibitors will need to make their own arrangements for freight pickup and outbound shipping.
Please make sure that a company representative will be on-site to oversee the outbound shipment of your display and products. All exhibitor freight must be removed by 8:00pm on Wednesday, May 5th or it will be forced out through a common parcel carrier to the exhibiting company within 10 business days.

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

SHOW INFORMATION

Shipping Addresses

Advance Shipments to Warehouse	**Company Name & Booth #** Oklahoma State FFA Convention 2027 C/O Event 1 Productions, Inc. ABF Freight Service 4410 S. Jackson Tulsa, OK 74107	**Shipments should arrive between:** April 12 and April 28 by 4:30pm daily

Direct Shipments

To Exhibit Site & for Pick-Up	**Company Name & Booth #** Oklahoma State FFA Convention 2027 C/O Event 1 Productions, Inc. Arvest Convention Center 100 Civic Center Tulsa, OK 74102	**Shipments will be accepted only on:** May 3 between 9:00am and 3:00pm **Shipment Pickups will be accepted on:** May 5 from 5:00pm to 8:00pm

Any freight that will be delivered directly to the Arvest Convention Center will only be received May 3rd. All freight deliveries sent directly to the facility will be received by Event 1 Productions, Inc. and are subject to Event 1 Productions, Inc. freight handling charges regardless of the consignee, as Event 1 Productions, Inc. is the official show contractor. If your freight arrives at the facility prior to the published freight receiving dates, it will not be accepted. All freight into the 2027 Oklahoma State FFA Convention and Trade Show will require a material handling and payment form on file before arriving on show site as well as before freight will be released to exhibitors.

If you need any further assistance or have questions regarding your booth display needs, signs and banners, or other items needed that are not listed within the vendor packet please contact:

Cortland Potter, Exhibit Sales Manager
918-245-8006
918-906-1795
cortland@event1inc.net

Brandon Hagins, Event Manager
918-245-8006
918-200-4051
brandon@event1inc.net

We look forward to the opportunity to serve you and help The Oklahoma State FFA make this year's state convention and trade show a great success!

Sincerely,

Corbin H. Potter

Corbin H. Potter
Director of Convention Services
Event 1 Productions, Inc.
1601 S. 129th W. Ave
Sand Springs, OK 74063
918-245-8006 - office
918-245-8007 - fax

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

TABLE OF CONTENTS

Event 1 Productions is committed to helping each exhibitor have a successful experience.

VENDOR PACKET CONTENTS

Standard Booth Furniture 4-5

Premium Booth Furniture 6-7

Quality Rental Carpet 8

Professional Booth Cleaning Services 9

Audio/Visual Services 10

Freight FAQs 11

Advanced Receiving Material Handling & Drayage Services 12

Direct Receiving Material Handling & Drayage Services 13

Outbound Shipping Services 14-16

Freight Carrier Information/Shipping Labels 17-18

Material Handling & Drayage Services Legal Information 19-20

Set Up & Tear Down Labor Services Rates 21

Forklift Service and Rates 22

Payment Page 23

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net
www.event1inc.net

STANDARD BOOTH FURNITURE

Standard & Counter High Skirted Tables
(4 ft., 6 ft. and 8 ft. lengths available)

Premium Folding Chair - Black

Padded Arm Chair

Counter High Stool

30" Lowboy & Highboy
Tables

Other styles available. Styles may vary due to availability. Payment information on following page.

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

STANDARD BOOTH FURNITURE

PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Item Description	Discount Rate	Standard Rate	Qty.	Total
Padded Arm Chair	$45.00	$55.00	____	$_____
Counter High Stool	$65.00	$85.00	____	$_____
Premium Folding Chairs (Black)	$10.00	$15.00	____	$_____
Wastebaskets	$12.00	$15.00	____	$_____
4' Table - Non-Skirted	$65.00	$75.00	____	$_____
4' Table - Skirted	$75.00	$90.00	____	$_____
6' Table - Non-Skirted	$75.00	$85.00	____	$_____
6' Table - Skirted	$85.00	$100.00	____	$_____
8' Table - Non-Skirted	$85.00	$95.00	____	$_____
8' Table - Skirted	$95.00	$110.00	____	$_____
Convert Provided Table to Counter Height	$45.00	$55.00	____	$_____
4' Counter High Table - Non-Skirted	$70.00	$80.00	____	$_____
4' Counter High Table - Skirted	$85.00	$95.00	____	$_____
6' Counter High Table - Non-Skirted	$80.00	$95.00	____	$_____
6' Counter High Table - Skirted	$95.00	$110.00	____	$_____
8' Counter High Table - Non-Skirted	$90.00	$105.00	____	$_____
8' Counter High Table - Skirted	$105.00	$125.00	____	$_____
30" Lowboy Round with Spandex	$70.00	$80.00	____	$_____
30" Highboy Round with Spandex	$90.00	$105.00	____	$_____
Extra Table Skirts (Standard Size)	$25.00	$35.00	____	$_____
Extra Table Skirts (Counter Size)	$35.00	$45.00	____	$_____
Additional 3' Pipe & Drape	N/A	$5.00 (per linear foot)	____	$_____
Additional 8' Pipe & Drape	N/A	$7.00 (per linear foot)	____	$_____
Additional 16' Pipe & Drape	N/A	$25.00 (per linear foot)	____	$_____

Discount Deadline: **Monday, April 19, 2027 @ 4:30pm**

All charges must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	$_____
Sales Tax (8.517%)	$_____
TOTAL DUE	$_____

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net
www.event1inc.net

PREMIUM BOOTH FURNITURE

Leather Couch (available in black or white)

Leather Loveseat (available in black or white)

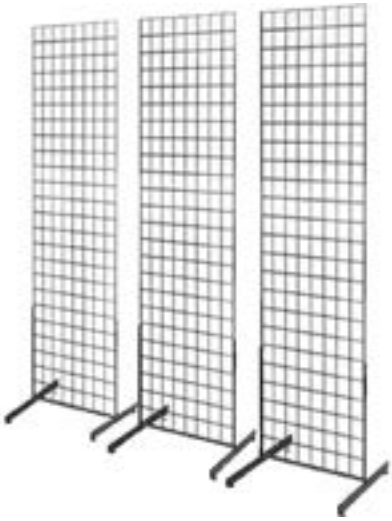
Leather Chair (available in black or white)

Premium White Leather Counter High Stool

Tripod Easel

Presentation Board

3'x6' Slat Wall



Black 6'x2' Gridwall

Adjustable T-Rack/ Bag Holder

Literature Rack (black and silver available)

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net
www.event1inc.net

PREMIUM BOOTH FURNITURE

PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Item Description	Discount Rate	Standard Rate	Qty.	Total
Black Leather Couch	$410.00	$510.00	____	$_____
Black Leather Loveseat	$310.00	$385.00	____	$_____
Black Leather Chair	$160.00	$200.00	____	$_____
White Leather Couch	$410.00	$510.00	____	$_____
White Leather Loveseat	$310.00	$385.00	____	$_____
White Leather Chair	$160.00	$200.00	____	$_____
Premium White Leather Counter High Stool	$ 95.00	$110.00	____	$_____
Coffee Table	$ 70.00	$ 85.00	____	$_____
End Table	$ 50.00	$ 65.00	____	$_____
8.5"x11" Literature Rack (60"H)	$ 70.00	$ 85.00	____	$_____
Aluminum Tripod Easel (60"H)	$ 40.00	$ 50.00	____	$_____
8' W x 4' H Presentation Board	$160.00	$200.00	____	$_____
Black 6' H x 2' W Gridwall	$ 85.00	$100.00	____	$_____
3' x 6' Silver Slat Wall	$210.00	$260.00	____	$_____
Adjustable T-Rack/Bag Holder	$ 75.00	$ 90.00	____	$_____

Discount Deadline: **Monday, April 19, 2027 @ 4:30pm**

All charges must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	$_____
Sales Tax (8.517%)	$_____
TOTAL DUE	$_____

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

QUALITY RENTAL CARPET

PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Please be sure to indicate your carpet color choice. The color choices are coordinated with the event colors. Vendors are encouraged to stay within those colors. ***If you do not choose a carpet color, the official show color will be used in your booth space.***

NOTE: If you require extension cords to be run under the carpet and booth padding, an electrical layout will be required. Please email your booth layout diagram to mail@event1inc.net.

Carpet Options	Star Color Option	Discount Rate	Standard Rate	Qty.	Total
10' x 10' Carpeting	☐ Black ☐ Tuxedo ☐	$100.00	$125.00	____	$_____
10' x 10' Carpet Padding		$55.00	$70.00	____	$_____
10' x 10' Visqueen Plastic Cover		$40.00	$50.00	____	$_____
10' x 20' Carpeting	☐ Black ☐ Tuxedo ☐	$190.00	$230.00	____	$_____
10' x 20' Carpet Padding		$110.00	$130.00	____	$_____
10' x 20' Visqueen Plastic Cover		$80.00	$100.00	____	$_____
NOTE: For a 20' x 20' booth, order two (2) 10' x 20' sections of carpet or padding.					
10' x 30' Carpeting	☐ Black ☐ Tuxedo ☐	$280.00	$360.00	____	$_____
10' x 30' Carpet Padding		$160.00	$190.00	____	$_____
10' x 30' Visqueen Plastic Cover		$120.00	$150.00	____	$_____
NOTE: For a 20' x 30' booth, order two (2) 10' x 30' sections of carpet or padding.					
10' x 40' Carpeting	☐ Black ☐ Tuxedo ☐	$370.00	$440.00	____	$_____
10' x 40' Carpet Padding		$210.00	$250.00	____	$_____
10' x 40' Visqueen Plastic Cover		$160.00	$200.00	____	$_____
NOTE: For a 20' x 40' booth, order two (2) 10' x 40' sections of carpet or padding.					
10' x 50' Carpeting	☐ Black ☐ Tuxedo ☐	$460.00	$550.00	____	$_____
10' x 50' Carpet Padding		$260.00	$310.00	____	$_____
10' x 50' Visqueen Plastic Cover		$200.00	$250.00	____	$_____

Discount Deadline: **Monday, April 19, 2027 @ 4:30pm**

All charges must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	$_____
Sales Tax (8.517%)	$_____
TOTAL DUE	$_____

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

PROFESSIONAL CLEANING SERVICES

PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Event 1 Productions will vacuum the show floor once after the carpet is installed. Your exhibit area may, at times, need additional vacuuming after the show begins. Let us keep your booth looking sharp and clean.

Initial Vacuuming - Once before show opens:

Service Description	Discount Rate	Standard Rate	Qty.	Total
10' x 10' Exhibit Space	$35.00	$45.00	_____	$ _____
10' x 20' Exhibit Space	$65.00	$80.00	_____	$ _____
10' x 30' Exhibit Space	$95.00	$120.00	_____	$ _____
10' x 40' Exhibit Space	$130.00	$160.00	_____	$ _____

Daily Vacuuming - Once each day of the show. Does *NOT* include the initial vacuuming:

Service Description	DAILY Discount Rate	DAILY Standard Rate	Qty.	# of Show Days	Total
10' x 10' Exhibit Space	$30.00	$40.00	_____	_____	$ _____
10' x 20' Exhibit Space	$60.00	$80.00	_____	_____	$ _____
10' x 30' Exhibit Space	$90.00	$120.00	_____	_____	$ _____
10' x 40' Exhibit Space	$120.00	$160.00	_____	_____	$ _____

Discount Deadline: **Monday, April 19, 2027 @ 4:30pm**

All charges must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

TOTAL DUE	$ _____

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net
www.event1inc.net

AUDIO/VISUAL SERVICES

PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

55", 65 " and 75" Flat Panel Displays w/Power Cord and Remote

Extension Cord (25')

DVD Player

Laptop DVD Player Shelf for Display Stand

Display Stand (Truss)

HDMI Cable (6')

Power Strip

Item Description	Quantity	Discount Rate	Standard Rate	Total
55" Flat Panel Display w/Remote	_____	$515.00	$640.00	$_____
65" Flat Panel Display w/Remote	_____	$615.00	$765.00	$_____
75" Flat Panel Display w/Remote	_____	$715.00	$890.00	$_____
Flat Panel Display Stand (Truss) & Mounting Bracket	_____	$95.00	$105.00	$_____
Laptop/DVD Player Shelf for Display Stand	_____	$30.00	$40.00	$_____
DVD Player	_____	$45.00	$55.00	$_____
HDMI Cable (6')	_____	$30.00	$40.00	$_____
Extension Cord (25')	_____	$27.50	$40.00	$_____
Power Strip	_____	$15.00	$25.00	$_____
EXAMPLE:				
65" Flat Panel Display	1	$615.00	$765.00	

x **or** **=**

Discount Deadline: **Monday, April 19, 2027 @ 4:30pm**

All charges must be paid in full and received by the discount deadline date and time to receive the show discount rate. All orders must be accompanied by the payment policy form before services will be rendered.

Order Cancellations: All orders cancelled after the installation of the rental equipment will be charged 100% of the listed price, based on the date and time the order was placed. All orders cancelled during Event 1 Productions move-in will be charged 50% of the listed prices.

Sub-Total	$_____
Sales Tax (8.517%)	$_____
TOTAL DUE	$_____

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

FREIGHT FAQS

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- **Option 1:** Advance Shipping is sending your materials, up to 30 days prior to the event, to our advance warehouse (ABF Freight in Tulsa for Tulsa shows or ABF Freight in Oklahoma City for shows in Oklahoma City, Norman, Edmond or Enid). They'll store your freight and then deliver it to the show venue during the Event 1 Productions move-in date. The advantages of sending your freight in advance are knowing it has arrived and knowing it'll be in your booth when you arrive to set up.
- **Option 2:** Direct Shipping is sending your materials directly to the show site during the designated move-in times. There is some risk involved with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your items.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING/DRAYAGE AND SHIPPING?

- **Material handling/drayage** includes receiving your freight, unloading your exhibit materials from the carrier's delivery vehicle, storage for up to 30 days at the advance receiving warehouse, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to your booth at the end of the show) and removal of your packed materials from your exhibit booth for reloading onto your outbound carrier of choice. This charge does NOT include the cost of shipping your freight on to its next destination.
- **Shipping** is the means by which shipments are transported via your company's carrier of choice (UPS, FedEx, etc.) to and from the event location.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging a shipment of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its next destination.

WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

- You may use any carrier your company chooses. **However, it is your responsibility to contact and make all pickup arrangements.** Event 1 Productions cannot guarantee that other carriers will show up to pick up your shipment. We also do not provide outside carrier shipping documents and/or labels.

WHAT ARE THE MOVE-OUT PROCEDURES?

- A completed bill of lading is required on ALL outbound shipments and your booth must be packed, labeled and ready to be shipped. You must make prior pickup arrangements with your company's carrier of choice. If your carrier fails to show up, your outbound freight shipment will be returned to the Event 1 Productions warehouse and force-shipped out on our preferred carrier at the exhibitor's expense. Such shipments will be assessed a service fee of $.99 per pound with a 100 pound minimum ($99.00 minimum charge). An Event 1 Productions representative will be available at the show site during move-out to help answer any questions.

If you have any additional questions, call us at 918-245-8006 or email Scutten@event1inc.net.
Thanks for using Event 1 Productions!

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

ADVANCED RECEIVING
MATERIAL HANDLING & DRAYAGE SERVICES
PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Material Handling & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show.
Outbound freight will be delivered to the loading dock from your booth.

Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. *There will be a service fee of $0.99 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.*

Material Handling Rates figured per pound

DISCOUNT RATE - PER POUND	STANDARD RATE - PER POUND	
$1.09	**$1.19**	*100 POUND MINIMUM

I will be shipping to:

The Advanced Receiving Warehouse. (Use label provided in the following pages.)

Receiving Dates are: **April 12th - April 28th by 4:30pm (CST)**

If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Cortland Potter @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of $0.99 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.

Estimated Weight of Shipment:

_____ **POUNDS**

By signing below, you authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.

Authorized Representative (Signature) _____	
Authorized Representative (Print Please) _____	**Date** _____
Contact (Please Print) _____	
Mobile Phone # _____	**Office Phone #** _____

Sub-Total	$ _____
Fuel Surcharge (4% of Sub-Total)	$ _____
TOTAL DUE	$ _____

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

DIRECT RECEIVING
MATERIAL HANDLING & DRAYAGE SERVICES
PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Material Handling & Drayage Services

All materials will be delivered to the exhibit booth before vendor move-in. Properly labeled empty crates will be stored and returned to exhibit booth at the close of the show.
Outbound freight will be delivered to the loading dock from your booth.

Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. *There will be a service fee of $0.99 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.*

Material Handling Rates figured per pound

DISCOUNT RATE - PER POUND	STANDARD RATE - PER POUND	
$0.99	**$1.09**	*100 POUND MINIMUM

I will be shipping directly to:

The Venue hosting the event. (Use label provided in the following pages.)

Receiving Dates are: **May 3rd by 3:00pm (CST)**

If you have any questions, concerns, would like to confirm delivery, or to set up pickup after the show call Cortland Potter @ 918-245-8006. Freight left at the show site will be returned to Event 1 Productions' warehouse for a service fee of $0.99 per pound, with a minimum of 100 lbs. After 10 days if payment arrangements have not been made for the service fee, Event 1 Productions will consider the freight abandoned.

Estimated Weight of Shipment:

_____ **POUNDS**

By signing below, you authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.

Authorized Representative (Signature) _____	
Authorized Representative (Print Please) _____	**Date** _____
Contact (Please Print) _____	
Mobile Phone # _____	**Office Phone #** _____

Sub-Total	$ _____
Fuel Surcharge (4% of Sub-Total)	$ _____
TOTAL DUE	$ _____

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

OUTBOUND SHIPPING SERVICES

PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Additional Packaging Options for Outbound Shipments

Outbound freight will be delivered to the loading dock from your booth. If you wish to have extra packaging services for your outbound freight, a representative **MUST** be on site for supervision of freight packaging.

Item Description	Standard Rate	Quantity	Total
Shrinkwrap (per pallet)	$95.00	____	$_____

TOTAL DUE	$_____

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

FREIGHT CARRIER INFORMATION

All advanced shipment freight will be received at the ABF warehouse and transported to the venue. After the show, an Event 1 Productions representative will be available to help answer any shipment questions.

If you have an account or would like to use a carrier other than ABF, please make arrangements to have all shipments dropped off and picked up from the venue within the time frames listed on page 1. Event 1 Productions will not be responsible for third-party carriers who fail to pick-up freight within the allotted pick-up time. ***Exhibitors who do not pay for material handling are responsible for getting freight from the loading dock to their assigned booth space and back to the loading dock at the end of the show.***

Event 1 Productions does NOT handle/schedule any shipments. These freight carriers are recommended carriers only. Exhibitors must make individual arrangements for both inbound and outbound shipping.

Official Carrier

www.arcb.com
Phone: 1-800-654-7019
Email: tradeshow@arcb.com

(See the following page for Order Request Form)

Third-Party Shipping

www.ups.com

Email: customer.service@ups.com

UPS Ground	1-800-742-5877
UPS Freight	
Less than Truck (>150 lbs)	1-800-333-7400
Truckload (>12,000 lbs)	1-888-682-4652
Air Freight (>150 lbs)	1-800-443-6379

www.fedex.com

FedEx Express/Ground	1-800-463-3339
FedEx Freight	1-866-393-4585

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net
www.event1inc.net

FREIGHT CARRIER INFORMATION

Official Transportation Provider

via the ABF Freight® Network

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest®
More Than Logistics

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company_____ Contact Name_____

Title_____ Email_____ Phone_____

SHIPPER INFORMATION

Company_____

Address_____

_____

City_____ State_____ Zip_____

Pickup Date/Time_____

FREIGHT INFORMATION

Piece Count and Type_____

Total Weight_____

Dimensions (L)_____ (W)_____ (H)_____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name_____

Booth No._____

Contractor_____

Show Dates_____

Address_____

City_____ State_____ Zip_____

Delivery Date_____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

SUBMIT

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net
www.event1inc.net

FREIGHT / SHIPPING LABELS

Place exhibitor name & booth number on top line.

Company **Booth Number**

OKLAHOMA STATE FFA CONVENTION 2027
C/O EVENT 1 PRODUCTIONS, INC.
ABF FREIGHT SERVICE
4410 S. JACKSON AVE.
TULSA, OK 74107

Advanced Receiving

Place exhibitor name & booth number on top line.

Company **Booth Number**

OKLAHOMA STATE FFA CONVENTION 2027
C/O EVENT 1 PRODUCTIONS, INC.
ARVEST CONVENTION CENTER
100 CIVIC CENTER
TULSA, OK 74102

Direct Shipment

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

MATERIAL HANDLING & DRAYAGE SERVICES

Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below:

1. Event 1 Productions shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

2. Event 1 Productions shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth. Event 1 Productions shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. During these times, your materials will be left unattended. Event 1 Productions recommends that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

3. Bills of lading covering outgoing shipments which are furnished to Event 1 Productions by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.

4. Event 1 Productions shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.

5. The consignment or delivery of a shipment to Event 1 Productions by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

6. Event 1 Productions shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Event 1 Productions shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Event 1 Productions' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Event 1 Productions is limited to $.30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000 per shipment. This applies while these goods are in Event 1's warehouse, in vehicles for delivery, or at show site.

7. Claims for loss or damage which are not submitted to Event 1 Productions within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Event 1 Productions or its subcontractors more than one (1) year after the accrual of the cause of action therefore.

8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Event 1 Productions for such shipments.

9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Event 1 Productions assumes no responsibility for errors to the a aforementioned procedure, removal of containers with old empty labels and without Event 1 Productions labels, improper information on empty labels, or valuables stored in containers with empty labels.

10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Event 1 will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net
www.event1inc.net

MATERIAL HANDLING & DRAYAGE SERVICES

11. In order to expedite removal of materials, Event 1 Productions shall have authority, without further clearance from exhibitors, to change designated carriers.

12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors.

13. Payment for all labor and services will be the responsibility of the exhibitor.

14. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Event 1 Productions relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Event 1 Productions for Drayage or any other services provided by Event 1 Productions as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Event 1 Productions at the close of the show for all such charges, and they further agree that any claim they may have against Event 1 Productions shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

15. At the close of the show, all exhibitor orders must be paid in full. ***All unpaid balances at the end of the show will have an additional $125.00 re-processing fee automatically added***.

16. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the venue, Event 1 Productions reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition. ***There will be a service fee of $0.99 per pound, with a minimum of 100 lbs, for all freight not picked up from the venue that is returned to Event 1 Production's warehouse.***

17. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. Event 1 Productions are not responsible for any delay of rush shipments. Event 1 Productions will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.

18. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Event 1 Productions is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Event 1 Productions hereunder are based on the value of the material handling services and the scope of Event 1 Productions liability as set forth above.

19. By signing these forms, exhibitors authorize Event 1 Productions to handle any freight sent by your company to the show listed above. Your signature also authorizes Event 1 Productions to charge the credit card you have provided within 10 days after the aforementioned show, should the actual, confirmed weight of your freight shipment be greater than the estimated figure you entered in the box above.

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

SET UP & TEAR DOWN LABOR SERVICE RATES

PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Labor Rates (1 Hour Minimum on ALL Labor Service Orders)

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon -Fri	$85.00
Overtime:	6:00am - 8:00am	Mon -Fri	$127.50
Overtime:	5:00pm - 12:00am	Mon -Fri	$127.50
Overtime:	Entire Day(s)	Sat - Sun	$127.50
Double Time:	12:00am - 6:00am	Everyday	$170.00
Double Time:	Entire Day(s)	Holidays	$170.00

Booth Description

Type of Display ☐ Portable Booth ☐ Custom Booth ☐ Table Top Display ☐ Other

Please Indicate the Set Up & Tear Down options that best fit your needs:

Option #1: Set up and tear down with supervision by an exhibitor representative.

	Date Needed	Time Needed	# of Persons	Hrs/Person	Rate	Total Hrs	Total
Set Up Labor:	_____	_____	_____	_____	_____	_____	$ _____
Tear Down Labor:	_____	_____	_____	_____	_____	_____	$ _____

Option #2: Set up and tear down with supervision by Event 1 Productions:

	Date Needed	Time Needed	# of Persons	Hrs/Person	Rate	Total Hrs	Supervision 25%	Total
Set Up Labor:	_____	_____	_____	_____	_____	_____	_____	$ _____
Tear Down Labor:	_____	_____	_____	_____	_____	_____	_____	$ _____

NOTE:

- Please include all necessary directions for displays, including pictures, renderings, etc.
- Exhibitors are responsible for checking with Event 1 Productions at the service desk to check labor out & in.
- Only 8:00am labor calls can be guaranteed during vendor move-in, but are subject to lift availability (if required).

TOTAL DUE	$ _____

- EXHIBITORS WHO DO NOT USE THE FULL NUMBER OF PERSONS FOR THE ENTIRE NUMBER OF HOURS CONTRACTED FOR WILL STILL BE CHARGED THE TOTAL DUE. NO PRORATED AMOUNTS OR DISCOUNTS WILL BE GIVEN FOR ANY LABOR ORDERS CANCELLED AFTER THE DISCOUNT DATE LISTED ON PAGE 1. YOU'LL BE CHARGED FOR THE FULL AMOUNT DUE SHOWN ABOVE.

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

FORKLIFT SERVICES

PRICING INFORMATION

Show Name Oklahoma State FFA Convention 2027	**Show Dates** May 4-5, 2027	**Booth #** _____
Company _____	**Contact Person** _____	
Address _____	**City, State, Zip** _____	
Telephone _____	**Email Address** _____	

Forklift Service Rates

(1 Hour Minimum on ALL Forklift Service Orders)

	Time	Days	Rate
Straight Time:	8:00am - 5:00pm	Mon -Fri	$95.00
Overtime:	6:00am - 8:00am	Mon -Fri	$135.00
Overtime:	5:00pm - 12:00am	Mon -Fri	$135.00
Overtime:	Entire Day(s)	Sat - Sun	$135.00
Double Time:	12:00am - 6:00am	Everyday	$190.00
Double Time:	Entire Day(s)	Holidays	$190.00

Forklift Service Options:

	Date Needed	Time Needed	Hours	Rate	Total
Set Up Forklift Service:	_____	_____	_____	_____	$ _____
Tear Down Forklift Service:	_____	_____	_____	_____	$ _____

NOTE:

- Exhibitors are responsible for checking with Event 1 Productions at the service desk for forklift services in and out.
- Only 8:00am forklift service calls can be guaranteed during vendor move-in.

TOTAL DUE	$ _____

1601 South 129th West Avenue
Sand Springs, OK 74063
T: 918.245.8006
F: 918.245.8007
E: mail@event1inc.net

www.event1inc.net

PAYMENT TERMS & POLICIES

Show Name Oklahoma State FFA Convention 2027	Show Dates May 4-5, 2027	Booth # _____
Company _____	Contact Person _____	
Address _____	City, State, Zip _____	
Telephone _____	Email Address _____	

METHOD OF PAYMENT

☐ Company Check ☐ Credit Card ☐ Purchase Order#:_____ ☐ Other: _____

Authorized Representative Signature	Print Name Please	Date

CREDIT CARD AUTHORIZATION / COMPANY INFORMATION

Type of Card: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Card Number	Expiration Date
Card Member Name (Please Print)	Signature
Card Member Address	
City, State, Zip Code	Telephone Number
Send Receipt To:	At: ☐ email, ☐ address, ☐ fax #

	TOTAL CHARGES
Sub-Total:	$
Taxes (8.517%)	$
Total Surcharges:	$
TOTAL:	$

PAYMENT TERMS & POLICIES

All exhibitor orders are due in advance of the scheduled exhibitor move-in date. Orders received in full (including applicable sales taxes) before or on the discount deadline date will receive the discount price rate. Event 1 Productions will accept Personal and Company Checks, VISA, MasterCard, Discover and American Express. If ordering with a Purchase Order (PO#), please call Event 1 Productions to arrange payment schedule. Exhibitors must call the Event 1 Productions' office prior to the discount deadline date for authorization of a PO to be eligible for the discount deadline. If Event 1 Productions receives a Purchase Order without directly communicating with the exhibitor/company, the discount price will not apply.

All orders received after the discount deadline date and time will receive standard pricing. All payments are due in advance. Any exhibitor with material handling and drayage services included in their order must have a valid credit card accompanying the vendor order before Event 1 Productions will deliver freight to the exhibitor's booth. All orders received on show site will be priced at the standard rates. All on-site orders must make payment at the time of the order and before the service is rendered. ***At the close of the show, all exhibitor orders must be paid in full. All unpaid balances at the end of the show will have an additional $125.00 re-processing fee automatically added.***

All credit cards that are denied will have an additional $75.00 re-processing fee ($150.00 if not handled before the close of the show, and if the order was placed on show site).

REFUNDS: Questions regarding refunds should be brought to the service desk at the show site, if possible. If not, you have 14 days after the show's end date to request a refund.

Thanks for your business. Please let us know if there is anything more we can do to make your event a success. We look forward to working with you again!

The Event 1 Team