

PoSH Event Services, Inc.  
1020 Pittsburgh Drive, Ste. B  
(740)362-0004 / (740)362-1004 Fax  
Website: [www.poshevent.com](http://www.poshevent.com)  
Email: [exhibitorservice@poshevent.com](mailto:exhibitorservice@poshevent.com)



OHIMA Annual Meeting  
March 22<sup>nd</sup>- 24<sup>th</sup>, 2010  
Hilton Columbus at Easton

PoSH Event Services, Inc. is proud to be the exclusive General Service Contractor (Decorator) for OHIMA.  
We look forward to working with you on all your show equipment and service needs.

#### EXHIBITOR INFORMATION

**Booth Description:** 10' x 8' or 10' x 6' depending on location, with 8' back and 3' side drape. Booths include a 6' skirted table, 2 chairs, a wastebasket, and an ID sign.

**Show colors:** Blue and white. The Hotel is carpeted.

**NOTE:** Internet and electricity are available through the hotel. Please contact them directly at 614-416-8405.

*Items provided by Show Management may not be returned or exchanged for credit, cash or different furnishings.*

If you have additional equipment or service needs; print, complete and fax the applicable pages including the Payment Form.  
PoSH, and ABF forms are included below. Please note that electric, telephone, and internet forms should be remitted to appropriate parties.

#### NOTABLE DEADLINE DATES

**Discount Rate:** Orders must be received in our office by 3/15/10

#### **SHIPPING**

**Advanced Warehouse:** Freight must arrive by 3/17/10

**To Show-Site:** Freight must arrive on 3/22/10, 9am- 7pm

Thank you,

Exhibitor Services Dept.  
PoSH Event Services, Inc.  
740-362-0004 x 402



**PAYMENT AUTHORIZATION FORM**  
**Deadline for Discount Rate: March 17<sup>th</sup>, 2010**

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.  
**Cancellation Policy:** Cancellation after 3/19 will be charged at 75% of regular rate.  
**Late Request:** Requests after deadline will be filled as available at standard rates.

**Return To:**  
**1020 Pittsburgh Drive, Suite B**  
**Delaware, OH 43015**  
**(740)362-0004 / (740)362-1004 Fax**

Our **CREDIT POLICY** requires **100% payment** with order for service, tax, and anticipated freight. This form with your **credit card** information for payment of advance and show site orders must be forwarded to PoSH Events Services, Inc. in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. ALL orders received after deadline (indicated on each form) will be charged at standard rates. All unpaid balances will be collected from your representative at show site before services can be rendered. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. **TERMS:** Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees connected with the collection of your accounts.

**CREDIT CARD INFORMATION**

Card Member Name (PRINT) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Credit Card Billing Address (PRINT) \_\_\_\_\_  
Email Address \_\_\_\_\_  
Charge to:  VISA  AMERICAN EXPRESS  MASTER CARD  
Account Number \_\_\_\_\_ Code \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Card Holder Signature \_\_\_\_\_

**SERVICES AND EQUIPMENT ORDERED**

**Rentals:** FURNITURE RENTAL ORDER FORM \$ \_\_\_\_\_  
**SUB-TOTAL** \$ \_\_\_\_\_  
**SALES TAX 6.75%** \$ \_\_\_\_\_  
**RENTAL TOTAL** \$ \_\_\_\_\_

**Freight/ labor:** MATERIAL HANDLING PAYMENT \$ \_\_\_\_\_  
**LABOR TOTAL** \$ \_\_\_\_\_

**REMIT TO: PoSH EVENT SERVICES INC. =>** **GRAND TOTAL: \$** \_\_\_\_\_

(ALL UNPAID BALANCES AT THE CONCLUSION OF THE EVENT WILL BE INVOICED TO THE CREDIT CARD ON FILE)

Name of Event OHIMA 2010 Booth number \_\_\_\_\_

Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



**Return To:**  
**1020 Pittsburgh Drive, Suite B**  
**Delaware, OH 43015**  
**(740)362-0004/ (740)362-1004**

## Furniture Rental Order Form:

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

**Cancellation Policy:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**Late Request:** Requests after deadline will be filled as available at standard rates.

**Color/Size Selection:** Choices not indicated will be selected by Posh Event Services to coordinate with show colors and size of exhibit.

Chairs, Stools Coffee Tables					Display Tables – 30' High x 2' wide				
Qty	Description	Discount Rate	Standard Rate	Amount	Qty	Description	Discount Rate	Standard Rate	Amount
	Upholstered Arm Chair Gray	36.00	45.00			4' long table SKIRTED 3 sides	65.00	75.00	
	Stool – 30" Black with Back	42.00	52.50			6' long table SKIRTED 3 sides	72.00	90.00	
	Armless Side Chair Gray Vinyl	27.00	33.90			8' long table SKIRTED 3 sides	84.00	105.00	
	Folding Chair - Brown	18.00	22.50			(additional) all sides draped	24.00	30.00	
	Pedestal Table 30" high x 30" wide	42.00	52.50			4' long table NOT skirted	21.00	26.40	
	Pedestal Table 40" high x 30" wide	50.50	62.00			6' long table NOT skirted	30.00	37.50	
						8' long table NOT skirted	39.00	49.00	
	Linen for Pedestal Table 30" Hi	25.00	31.50		CHECK SKIRT COLOR (Includes Top Covered with White Vinyl) Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>				
	Linen for Pedestal Table 40" Hi	25.00	31.50						
Accessories					Display Table Counters – 40" high x 2' wide				
	Wastebasket	10.00	12.00			4' long table SKIRTED 3 sides	72.00	90.00	
	Easel, Tripod	21.00	26.40			6' long table SKIRTED 3 sides	86.00	108.00	
	Black Metal Grid Walls 2' x 8'	36.00	45.00			8' long table SKIRTED 3 sides	100.00	108.00	
	Garment Rack 5' long	36.00	45.00			4' side draped (additional) all sides	36.00	45.00	
	Chrome Stanchion	24.00	30.00			4' long table NOT skirted	27.00	34.00	
	White Plastic Chain (per ft)	2.10	2.70			6' long table NOT skirted	36.00	45.00	
	Mannequin (Call for style)	90.00	112.50			8' long table NOT skirted	45.00	57.00	
	Sculpture Stands (48"hi 14"sq)	42.00	52.50			Glass Showcase Lighted w/lock 4' hi W/ 2 shelves	300.00		
	Sculpture Stands (15"hi 30"sq)	42.00	52.50						
Special Booth Draping					CHECK SKIRT COLOR (Includes Top Covered with White Plastic)				
	Telescoping Rod	12.00	15.60			Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>			
	8' Post & 13" Square Base	18.00	24.00		<b>Table Risers – 12" wide, Covered White</b> 4' long. Single Step. 12" ht. 24.00 30.00 6' long. Single Step. 12" ht. 36.00 45.00 8' long. Single Step. 12" ht. 48.00 60.00 Color Drape for riser Spec Color _____ 36.00 45.00				
	36" Post & 2' Square Base	18.00	22.00						
	White Vinyl Table Cover	14.40	16.00						
	Special color side rails drapes. 36" high-Price per linear foot	3.00	4.50						
	Special color side rails drapes. 8' high-Price per linear foot	5.00	6.50						

**No credit will be given after close event on items or services ordered. If you have a problem please see the Posh Event Service Desk Personnel at the event site prior to opening.**

**Changes listed above include delivery to your booth, rental (not sale) during the event, and removal.**

**Sub Total: \$ \_\_\_\_\_**

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event OHIMA 2010  
 Firm Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Street City State Zip Code

Booth Number \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_  
 Fax (\_\_\_\_) \_\_\_\_\_

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Must be received in our office by deadline )



## Shipping Information and Drayage Service Page 1

To enable us to anticipate and trace delayed shipments, please complete information requested for each individual shipment to the best of your knowledge. **DO NOT DELAY!**

**Make a copy of form and fax or mail to THIS LETTERHEAD ADDRESS! PoSH Event Services must be advised (4) weeks in advance of delivery date of any oversized freight (single pieces over 3500 lbs. Or odd shaped pieces) which will require unloading/reloading**

### Return To:

**1020 Pittsburgh Drive, Suite B  
Delaware, OH 43015  
(740)362-0004/ (740)362-1004 Fax**

### Instructions

- 1.) Mail this form with advance payment to above PoSH Event Services address by above deadline
- 2.) All shipments must be prepaid. Collect shipments will not be accepted
- 3.) All **advanced warehouse** freight should be shipped to arrive by: **3/17/10**
- 4.) All inbound shipments **direct to event site** must be targeted to arrive: **3/22/10, 9am- 7pm**

### Advanced Receiving Warehouse

\*Label each piece of your shipment(s) as follows

TO: (NAME OF EXHIBITING COMPANY)

OHIMA 2010  
C/O PoSH Event Services  
1020 Pittsburgh Drive, Suite B  
Delaware, OH 43015

Event: \_\_\_\_\_

Exhibit Space #: \_\_\_\_\_

Must arrive by: \_\_\_\_\_

### Direct to Event Site

\*Label each piece of your shipment(s) as follows

TO: (NAME OF EXHIBITING COMPANY)

OHIMA 2010  
C/O PoSH Event Services  
3900 Chagrin Dr.  
Columbus, OH 43219

Event: \_\_\_\_\_

Exhibit Space #: \_\_\_\_\_

Must arrive on: \_\_\_\_\_

### Rate Schedule

Rates apply to each 100 lbs. Or fraction thereof and are based on the actual or estimated INBOUND weight NO allowance will be made for attrition during the event. NO accumulative weights will be allowed on minimums, split shipments, free ashtrays, etc.

- 1.) Shipments received at **advance warehouse**, unloaded, stored for 14 days (or less), delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage (if required) and returned to booth, shipments picked up at exhibitor's booth at the close of the convention (if required) and moved to the loading area, and reloaded on truck(s) at **\_\_\_\$45.00\_\_\_ per ext. (100 lbs. or fraction) [200 lb. per shipment minimum]**
- 2.) Shipments received **at event site** facility, unloaded from exhibitor or carrier vehicle, delivered to the exhibitor's booth, empty packing cases removed to storage (if required) and returned to booth, shipments picked up at exhibitor's booth at the close of the show (if required) and moved to the loading area, and reloaded on truck(s) at **\_\_\_\$40.00\_\_\_ per ext. (100 lbs. or fraction) [200 lb. per shipment minimum]**
- 3.) **Shipments or Equipment requiring "SPECIAL HANDLING"** will be subject to 50% surcharge in addition to the rates listed above. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment) Materials will be unloaded from vans, exhibitor's truck or trucks of others at advance warehouse or the convention facility, delivered to the exhibitor's booth, empty packing materials removed to storage (if required) and returned to booth, shipments picked up at the exhibitors booth at the close of the show, moved to the loading area and reloaded on truck(s). **It is incumbent on the exhibitor to provide written and accurate weight and piece count information on each shipment.** Shipments received with a Bill of Lading (i.e., UPS U.S. Mail, Co. Trucks without Bill of Lading, etc.) or delivered direct to event site prior to first event target date or after must arrive by date for advance receiving warehouse ( see above instructions ) also may be subject to 50% surcharge.

### Estimate Drayage Services Cost for Advance Payment

\*Enter estimated **total pounds** (see below) of all of your shipments by rounding **up** each total shipment weight to the next nearest 100 pounds ie, one- 232lb. shipment of any number of pieces would be figured as 300 lbs., 595 lbs. of any number of pieces would be figured as 600 lbs.,etc.) any shipment with a total weight of 200lbs. or less should be calculated at 200lb. minimum.

#### ADVANCED WAREHOUSE SHIPMENTS

Total Combined Weights of ALL Shipments (rounded up) *divided by* 100lbs. = \_\_\_\_\_ TTL cwt. X \$45 per cwt. = \$ \_\_\_\_\_

#### DIRECT TO EVENT SITE

Total Combined Weights of ALL Shipments (rounded up) *divided by* 100lbs. = \_\_\_\_\_ TTL cwt. X \$40 per cwt. = \$ \_\_\_\_\_

ADVANCED WAREHOUSE AND DIRECT TO EVENT SITE ESTIMATED COST.....\$ \_\_\_\_\_

ADD 50% SURCHARGE FOR SPECIAL HANDLING **IF REQUIRED** (See "Special Handling" #3 under Rate Schedule)..... \$ \_\_\_\_\_

YES, I have completed and enclosed the Payment Form → Sub Total: \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**No credit will be given after close of event on items or services ordered, but not received.**

**If you have a problem please see the PoSH Service Desk Personnel at the event site prior to opening.**

.Please be sure to read both pages of this SHIPPING INFORMATION AND DRAYAGE SERVICE ORDER FORM. Other conditions are applicable as stated on 2<sup>nd</sup>

Name of Event OHIMA 2010

Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

Street City State Zip Code



## Shipping Information and Drayage Service Page 2

**Payment Policy:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

**Cancellation Policy:** Cancellation after deadline will be charged at 75% of one day rate.

**Late Request:** Requests after deadline will be filled as available at standard rates

**Return To:**  
**1020 Pittsburgh Drive, Suite B**  
**Delaware, OH 43015**  
**(740)362-0004/ (740)362-1004 Fax**

### INBOUND SHIPMENTS – FOR EVENT

1) Shipper \_\_\_\_\_  
 From (City/State) \_\_\_\_\_  
 Total # of pieces \_\_\_\_\_  
**CHECK ONE:**  to Advance Receiving Warehouse or  direct to Show Site

Date shipped \_\_\_\_\_  
 Estimated arrival date \_\_\_\_\_  
 Pro # \_\_\_\_\_  
 Total weight \_\_\_\_\_

2) Shipper \_\_\_\_\_  
 From (City/State) \_\_\_\_\_  
 Total # of pieces \_\_\_\_\_  
**CHECK ONE:**  to Advance Receiving Warehouse or  direct to Show Site

Date shipped \_\_\_\_\_  
 Estimated arrival date \_\_\_\_\_  
 Pro # \_\_\_\_\_  
 Total weight \_\_\_\_\_

3) Shipper \_\_\_\_\_  
 From (City/State) \_\_\_\_\_  
 Total # of pieces \_\_\_\_\_  
**CHECK ONE:**  to Advance Receiving Warehouse or  direct to Show Site

Date shipped \_\_\_\_\_  
 Estimated arrival date \_\_\_\_\_  
 Pro # \_\_\_\_\_  
 Total weight \_\_\_\_\_

### MISCELLANEOUS DRAYAGE SERVICES/COST AND GENERAL INFORMATION

**SPECIAL SERVICES AND RATES** – Steel bending \$ .90 plus – ½ hr. min. labor charge, or shrink wrap \$30 St, \$42 OT, \$54 DT per skid for the packaging of displays and equipment is available at the Drayage Contractors service desk. Fork lifts and drivers are available for particular spotting of equipment within your exhibit space after delivery to your exhibit space at prevailing rates for equipment and labor. Please order this service in advance, see “**Display Labor and In booth Forklift Service Order Form**” Mobile equipment will be moved into and out of the exhibit facility for \$120.00 per round trip. This service MUST be scheduled in advance – *Please Call*

**COLLECT SHIPMENTS** – may be refused or accepted at the option of the Official Drayage Contractor. In cases where the Drayage Contractor elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to the Drayage Contractor within 24 hours. A twenty-five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$ 50.00 MINIMUM fee will apply to this service.

**HAULING TO OR FROM LOCAL FACILITIES** – local delivery/pick-up will be charged at prevailing rates; in addition to appropriate cwt. Charges for drayage services rendered.

**INBOUND AND OUTBOUND TRAFFIC SCHEDULES** are the responsibility of the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a coordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements all shipments be channeled through the Official Drayage Contractor.

**OUTBOUND SHIPPING INSTRUCTIONS** should be given to the Official Drayage Contractor at the Exhibitor Center Service area during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the Drayage Contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be moved by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them. Return to the advance warehouse, and storage for up to 5 business days is available at a rate of \$12.00 cwt/\$75.00 minimum, after which a storage charge will be assessed.

**DAMAGE TO EXHIBIT** while they are being loaded, unloaded or conveyed to the booth or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor **WILL NOT** be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$ .10 per pound/per article, with a maximum \$50.00 per item, and a maximum of \$1,000.00 per shipment. The shipper is encouraged make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

**EXHIBITS TO BE STORED** will be charged at a minimum monthly rate of \$75.00 or a rate of \$12.00 cwt. per month or fraction thereof. No charge will be made for inbound shipments when received 21 business days or less prior to the event. Please call if 22 days or longer storage is required.

Name of Event OHIMA 2010  
 Firm Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Street City State Zip Code

Booth Number \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_  
 Fax (\_\_\_\_) \_\_\_\_\_

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**RUSH CONVENTION  
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 3/17/10

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

1020 Pittsburgh Drive, Ste. B.  
Delaware, Ohio 43015  
**Show: OHIMA 2010**

BOOTH NO. \_\_\_\_\_

NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**RUSH CONVENTION  
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 3/17/10

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

1020 Pittsburgh Drive, Ste. B.  
Delaware, Ohio 43015  
**Show: OHIMA 2010**

BOOTH NO. \_\_\_\_\_

NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**RUSH CONVENTION  
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 3/17/10

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

1020 Pittsburgh Drive, Ste. B.  
Delaware, Ohio 43015  
**Show: OHIMA 2010**

BOOTH NO. \_\_\_\_\_

NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**RUSH CONVENTION  
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 3/17/10

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

1020 Pittsburgh Drive, Ste. B.  
Delaware, Ohio 43015  
**Show: OHIMA 2010**

BOOTH NO. \_\_\_\_\_

NO. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**RUSH CONVENTION  
EXHIBIT MATERIAL**

**“FOR DIRECT TO SHOW SITE”  
MUST ARRIVE BETWEEN:**

(DO NOT DELIVER BEFORE)

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

**SITE:  
Hilton Columbus at Easton  
C/O: PoSH Event Services  
3900 Chagrin Dr.  
Columbus, OH 43229  
SHOW: OHIMA 2010**

**BOOTH NO.** \_\_\_\_\_

**NO.** \_\_\_\_\_ **of** \_\_\_\_\_ **pcs.**

**RUSH CONVENTION  
EXHIBIT MATERIAL**

**“FOR DIRECT TO SHOW SITE”  
MUST ARRIVE BETWEEN:**

(DO NOT DELIVER BEFORE)

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

**SITE:  
Hilton Columbus at Easton  
C/O: PoSH Event Services  
3900 Chagrin Dr.  
Columbus, OH 43229  
SHOW: OHIMA 2010**

**BOOTH NO.** \_\_\_\_\_

**NO.** \_\_\_\_\_ **of** \_\_\_\_\_ **pcs.**

**RUSH CONVENTION  
EXHIBIT MATERIAL**

**“FOR DIRECT TO SHOW SITE”  
MUST ARRIVE BETWEEN:**

(DO NOT DELIVER BEFORE)

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

**SITE:  
Hilton Columbus at Easton  
C/O: PoSH Event Services  
3900 Chagrin Dr.  
Columbus, OH 43229  
SHOW: OHIMA 2010**

**BOOTH NO.** \_\_\_\_\_

**NO.** \_\_\_\_\_ **of** \_\_\_\_\_ **pcs.**

**RUSH CONVENTION  
EXHIBIT MATERIAL**

**“FOR DIRECT TO SHOW SITE”  
MUST ARRIVE BETWEEN:**

(DO NOT DELIVER BEFORE)

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

**SITE:  
Hilton Columbus at Easton  
C/O: PoSH Event Services  
3900 Chagrin Dr.  
Columbus, OH 43229  
SHOW: OHIMA 2010**

**BOOTH NO.** \_\_\_\_\_

**NO.** \_\_\_\_\_ **of** \_\_\_\_\_ **pcs.**



**ABF Freight System, Inc.**  
Trade Show Services  
Request For Information



Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor PoSH Event Services, Inc. 740-362-0004 Contact- Ryan

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings? Yes  No

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes  No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 1-800-836-3320  
or mail to:

**ABF Freight System, Inc.**  
Trade Show Services  
P.O. Box 697  
Cherryville, NC 28021

## Post-show FAQs

### **1. How do I get my empty containers back? When will they arrive?**

Most likely your empty containers will be returned quickly at the close of the show. But, keep in mind it can take as many as two hours to return large containers that are stored off-site. Please make sure that you arrange your travel accordingly.

### **2. How do I arrange outbound shipping? Will there be labels available to me?**

You have two options:

1) If you choose the preferred courier ABF, A bill of lading will be provided along with tracking numbers. PoSH will do the rest.

2) If you choose to use your own carrier including UPS and Fed Ex, call and schedule a pick-up by 4pm. (to ensure they arrive before your 5pm deadline) Then stop by the PoSH Service desk and fill out their bill of lading with your freight carrier info. As part of your in bound material handling charge they will insure that your outbound shipment is picked up by your courier safe and secure. If your courier does not arrive in time or at all, PoSH will either force it via ABF or take it back to their warehouse for delivery the next day.

Most companies send labels with their exhibitors, if your company has not or you have misplaced them, PoSH has labels available.

### **3. When do I need to be sure to vacate my booth space?**

The exhibit hall will close at 1:00 pm on Wednesday, March 11, 2009. Exhibitors will have until 5:00 pm to tear down booths.

### **4. What help will Posh Event Services provide?**

Whatever you ask! If we don't know the answer, we'll work to figure it out. We can help with any questions including orders, shipments, material handling, loading, etc.

### **5. Will there be security to watch my things after the show is over?**

No official security but OHIMA and PoSH management will be supervising the move-out. But, if you have something valuable in your booth, secure it first before leaving your area.

### **6. Do I need to stay to supervise the movement of my items out of my booth space?**

No, if your equipment or boxes are sealed and or shrink wrapped you can be assured it will make it to the shipper without your supervision.

- Make sure your outbound paperwork is completed and attached to shipment and PoSH is notified before you leave. Also, do not label boxes with the contents if they are expensive or high-tech materials.

If you have more or specific questions that relate to your situation please call or email PoSH Exhibitor Services. [exhibitorservice@poshevent.com](mailto:exhibitorservice@poshevent.com) or (740) 362-0004