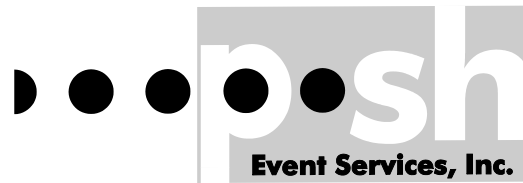


PoSH Event Services, Inc.  
3738 Paragon Dr. Columbus, OH 43228  
(740)362-0004 / (740)362-1004 Fax  
Website: [www.poshevent.com](http://www.poshevent.com)  
Email: [posh@poshevent.com](mailto:posh@poshevent.com)



**OHIMA 2012 Annual Meeting**  
*A Carnival of Opportunities*  
March 26-28<sup>th</sup>, 2012 Hilton Easton

PoSH Event Services, Inc. is proud to be the exclusive General Service Contractor  
(Decorator) for the OHIMA 2012  
We look forward to working with you on all your show equipment and service needs.

**EXHIBITOR INFORMATION**

**Booth Description:** 10' x 8' with 8' back and 3' side drape and includes:  
**Booth Package Provided:** (1) 6' skirted table (1) 7"x44" ID sign and (2) chairs.

**Show colors:** TBD, (Ballroom is carpeted)

**SPECIAL NOTES:** \* PoSH has a warehouse full of Carnival theme décor that could enhance your booth to the theme of the conference. Call or email us if interested in carnival booth games, circus cab tables, photo ops and more!

If you have additional equipment or service needs; print, complete and fax the applicable pages including the Payment Form.

PoSH and Easton 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:

**Friday, March 16<sup>th</sup>**

**SHIPPING**

**Advanced Warehouse:** Must arrive: **By Friday March 23<sup>rd</sup>, 2012 (9am-4pm)**

**To Show-Site:** **FREIGHT SHOULD NOT ARRIVE BEFORE: Monday March 26<sup>th</sup>, 2012**

- Due to limited storage the Hilton asks that these Deadlines be followed.

Thank you,

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



# CREDIT CARD AUTHORIZATION FORM

Deadline for Discount Rate: **March 16, 2012**

**Return To:**  
Posh Event Services  
3748 Paragon Drive  
Columbus, Ohio 43228  
Phone: (740)362-0004 Fax: (740)362-1004

**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

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

Advanced charges may be paid by company check but credit card information is required for freight (if applicable), additional services, or rentals ordered at the show site which will be invoiced to your **credit card**. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received. Please see PoSH Event Services, service desk personnel prior to opening if you have a problem.

## SERVICES AND EQUIPMENT ORDERED

If someone other than the exhibiting company will pay for items/services on this form, **YOU MUST** complete "Third Party Payment information below.

<b>Rentals:</b>	FURNITURE RENTAL ORDER FORM	Remit to PoSH Inc.	\$ _____
	CARPET RENTAL ORDER FORM	Remit to PoSH Inc.	\$ _____
	PANEL BOARD RENTAL ORDER FORM	Remit to PoSH Inc.	\$ _____
	FLORAL RENTAL ORDER FORM	Remit to PoSH Inc.	\$ _____
	AUDIO-VISUAL EQUIP. RENTAL ORDER FORM	Remit to PoSH Inc.:	\$ _____
	SIGN AND ARTWORK ORDER FORM	Remit to PoSH Inc.:	\$ _____
<b>Freight/ labor:</b>	SHIPPING INFO&FREIGHT PAYMENT	Remit to PoSH Inc.	\$ _____
	LABOR/ FORKLIFT OPERATOR ORDER FORM	Remit to PoSH Inc.	\$ _____
		<b>SUB-TOTAL</b>	\$ _____
		<b>SALES TAX 6.75%</b>	\$ _____
		(SEE COVER PAGE)	
		<b>GRAND TOTAL:</b>	\$ _____

REMIT TO: PoSH EVENT SERVICES INC. ⇒  
**CREDIT CARD PAYMENT FOR THIS AMOUNT**  
(ALL UNPAID BALANCES AT THE CONCLUSION OF THE EVENT WILL BE INVOICED TO THE CREDIT CARD ON FILE)

**Utilities:** ELECTRIC / INTERNET SERVICE ORDER FORMS Remit to Hilton Easton  
TELEPHONE SERVICE - **ORDER FROM PHONE COMPANY:** Remit to Hilton Easton

## THIRD PARTY PAYMENT

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and the payment for all services, we will agree to this third party payment if they supply the appropriate credit card information above. **Advance payment in full must accompany order including estimated labor and drayage charges.** Additionally, both exhibiting company and third party representative must sign acceptance of the following statement: All unpaid balances will be collected from 3<sup>rd</sup> party representative in advance with order or at show site before services can be rendered. We understand and agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the exhibiting firm on demand, including any and all fees connected with the collection of this account.

\_\_\_\_\_  
(Exhibiting Firm) \_\_\_\_\_ (Display House 3<sup>rd</sup> Party)  
By: \_\_\_\_\_ (Authorized Signature) By: \_\_\_\_\_ (Authorized Signature)

Name of Event OHIMA 2012 Booth number \_\_\_\_\_  
Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*All orders are subject to the terms and conditions as outlined on the payment form.*







## 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 special unloading/reloading.**

Return To:  
 Posh Event Services, Inc.  
 3738 Paragon Dr.  
 Columbus, OH 43228  
 Phone (740) 362-0004 Fax (740) 362-1004

### 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 **Friday, March 23, 2012.**
- 4) All inbound shipments **direct to event site** must be targeted to arrive on **Monday, March 26, 2012.**

### Advanced Receiving Warehouse

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

TO: **NAME OF YOUR COMPANY**  
**OHIMA 2012**

C/O PoSH Event Services  
 3738 Paragon Dr.  
 Columbus, OH 43228

Event: \_\_\_\_\_  
 Exhibit Space #: \_\_\_\_\_  
 Must arrive by: \_\_\_\_\_

### Direct to Event Site

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

TO: **NAME OF YOUR COMPANY**  
**OHIMA 2012**

**Hilton Columbus at Easton**  
 C/O PoSH Event Services  
 3900 Chagrin Drive  
 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 **\$55.00 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 **\$50.00 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 cwts. X \$55 per cwt. = \$ \_\_\_\_\_

#### DIRECT TO EVENT SITE

Total Combined Weights of ALL Shipments (rounded up) *divided by* 100lbs. = \_\_\_\_\_ TTL cwts. X \$50 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 show 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> page.

Name of Event OHIMA 2012

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

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

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

Address \_\_\_\_\_

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

Street City State Zip Code



## THE HILTON - COLUMBUS EXHIBIT SERVICEORDER FORM

<b>Conference Name:</b> _____	<b>Meeting Room:</b> _____
<b>Exhibit Date(s):</b> _____	<b>Set Up Date:</b> _____
<b>Set Up Time:</b> _____	<b>Tear Down Date:</b> _____
<b>Tear Down Time:</b> _____	<b>Telephone:</b> _____
<b>Firm Name:</b> _____	<b>Booth #:</b> _____
<b>On Site Contact:</b> _____	

**ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE**

QTY	DESCRIPTION	PRICE EACH	TOTAL
_____	120 V / 1-20 AMP Circuit(std outlet)	\$35.00	_____
_____	208V / 1-30 AMP Circuit (must specify NEMA.receptacle type needed)	\$165.00	_____
_____	208V / 1-40 AMP Circuit (Must specify NEMA receptacle type needed)	\$175.00	_____
_____	208V / 1-50 AMP (must specify NEMA receptacle type needed)	\$185.00	_____
_____	100 AMP / Patch-In 208V 3-Phase (must specify if you need spider box - electrical panel with multiple 20 amp circuits, or if you need 3 wire or 5 wire CAM LOK adapters)	\$350.00	_____
_____	Power Strip	\$15.00	_____
_____	Extension Cord	\$10.00	_____
_____	Telephone Line plus cost of calls	\$75.00	_____
_____	High Speed Internet Access –per day	\$300.00	_____
_____	Banner Hanging – Each Banner	\$35.00	_____
	<b>Sub Total</b>		_____
	<b>6.75% State Sales Tax</b>		_____
	<b>Total</b>		_____

***ALL ORDER FORMS MUST BE RECEIVED BY THE HILTON COLUMBUS BY 4:00PM (Friday, March 23, 2012)***

**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR CORRECT VOLTAGE BEFORE CONNECTING EQUIPMENT. EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS, I.E, SURGE PROTECTORS, ISOLATION TRANSFORMERS, CONVERTERS, ETC.**

**PAYMENT**

**CC#** \_\_\_\_\_ **EXP DATE:** \_\_\_\_\_

**Name of Card Holder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

If you have any questions or need help with any items on this form, please call 614/ 416-8403 (fax 614/ 416-8444).

**Please send this form & a check or cc# to: *Hilton Columbus, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to 614-416-8444.***

**No receipt will be sent, this Exhibitor service order form will serve as your receipt.**