

## EVOLVING PRODUCTIONS LLC

PO BOX 24687  
NEW ORLEANS LA 70184

P (504) 576-1444 F (504) 576-1564  
[INFO@EVOLVINGPRO.COM](mailto:INFO@EVOLVINGPRO.COM)

NAME OF SHOW: **FANEXPO 2025**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (504) 576-1444 to speak with one of our representatives.

### TABLES

Qty	Description	Discount Price	Standard Price	Total
<b>Draped Tables</b>				
<b>Draped Tables are 24" wide</b>				
<input type="checkbox"/>	Black	<input type="checkbox"/>	White	<input type="checkbox"/>
<input type="checkbox"/>	Blue	<input type="checkbox"/>	Gray	<input type="checkbox"/>
<input type="checkbox"/>	Red			
<b>30"High</b>				
		<b>Discount Deadline 12/16/2024</b>		
	Draped Table 4'L x 30"H	100.00	120.00	
	Draped Table 6'L x 30"H	125.00	150.00	
	Draped Table 8'L x 30"H	150.00	180.00	
	30"H 4th Side Drape	40.00	55.00	
<b>42"High</b>				
	Draped Table 4'L x 42"H	150.00	180.00	
	Draped Table 6'L x 42"H	175.00	210.00	
	Draped Table 8'L x 42"H	200.00	240.00	
	42"H 4th Side Drape	40.00	55.00	

### Undraped Table

<b>Undraped Tables are 24" wide</b>				
<b>30"High</b>				
		<b>Discount Deadline 12/16/2024</b>		
	Undraped Table 4'L x 30"H	62.55	79.60	
	Undraped Table 6'L x 30"H	71.65	91.20	
	Undraped Table 8'L x 30"H	79.65	101.35	
<b>42"High</b>				
	Undraped Table 4'L x 42"H	95.60	121.65	
	Undraped Table 6'L x 42"H	111.55	141.95	
	Undraped Table 8'L x 42"H	127.40	162.10	

SUB TOTAL (PAGE 1)

Bring sub total to next page

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NAME OF SHOW: **FANEXPO 2024**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

---

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

---

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

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**FURNISHINGS**

Qty	Description	Discount Price	Standard Price	Total
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Discount Deadline 12/16/2024

**CHAIRS**

	Black Padded Chair	60.00	72.00	
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**STOOLS**

	Black Padded Stool	100.00	120.00	
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**WASTEBASKETS**

	Wastebasket	18	21.60	
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**ACCESSORIES**

	Easel	40.00	48.00	
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	Bag Rack	75.00	90.00	
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SUB TOTAL (page2)	
SUB TOTAL (from page 1)	
SUB TOTAL OF BOTH	

**TOTAL COST**

	+		=	
Sub-Total		9.45% Tax		Total Cost

# CLEANING SERVICES

INCLUDE THE METHOD OF PAYMENT FORM WITH YOUR ORDER

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NAME OF SHOW:	<b>FANEXPO 2025</b>		
COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME:	PHONE #:		
EMAIL ADDRESS:			

## CLEANING SERVICES

Prices are based on total square footage of booth regardless of area to be cleaned.

100 sq. ft. minimum.

Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service

**Show Site Prices will apply to all cleaning orders placed at show site.**

Discount Deadline 12/16/2024

### VACUUMING

Qty (sq. ft.)	Description	Discount Price	Show Site Price	Total
Per sq. ft.	100 sq. ft. minimum. This included emptying your wastebasket(s) at the time of vacuuming.			
	Booth vacuuming- One Time	0.35	0.42	
	Booth vacuuming- 2 Days	0.70	0.84	

### PORTER SERVICE

Porter Service is on a per day basis.

Exhibit Area / Under 500 sq. ft.	75.00	90.00
Exhibit Area / 501 - 1,500 sq. ft.	100.00	120.00
Exhibit Area /1, 501 - 2,500 sq. ft.	125.00	150.00

\*Discount Deadline 12/16/2024

### TOTAL COST

	+		=	
Sub-Total		9.45% Tax		Total Cost

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# MATERIAL HANDLING

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

## MATERIAL HANDLING SERVICES

### CRATED:

Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

### SPECIAL HANDLING:

Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and /or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **UPS, Fed Ex, DHL, and Airborne Express** are included in this category due to their delivery procedures.

### UNCRATED:

Material that is shipped loose or pad- wrapped, and/or unskidded machinery without proper lifting bars or hooks.

### CARPET AND/OR PAD ONLY:

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

**STRAIGHT TIME:** 8:00 A.M to 5:00 P.M. Monday through Friday (Excluding Holidays).

**OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
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### RATE CLASSIFICATIONS:

#### Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment	\$ 120.00	220.00
Special Handling Shipment	\$ 140.00	260.00
Carpet and/or Pad Only Shipment	\$ 140.00	260.00

**Small Package-Maximum weight is 30 lbs per shipment \* (see details below)** \$ 50.00

\*A small package is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Description	Weight	CWT	Price per CWT	CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =				
Surcharges	÷ 100 =				
			9.45% Tax		N/A
			Total		

**\* ALL ADVANCE SHIPMENTS PAYABLE IN ADVANCE**

**\*\*FREIGHT/BOXES WILL NOT BE PLACED IN YOUR BOOTH UNTIL PAYMENT IS RECEIVED**

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# METHOD OF PAYMENT FORM

INCLUDE THIS METHOD OF PAYMENT FORM WITH YOUR ORDER

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NAME OF SHOW: **FANEXPO 2025**

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COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

---

ADDRESS: \_\_\_\_\_ BOOTH SIZE: X

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CITY/STATE/ZIP: \_\_\_\_\_

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PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_ FAX #: \_\_\_\_\_

---

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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CONTACT'S EMAIL: \_\_\_\_\_

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EMAIL FOR INVOICE: \_\_\_\_\_

Invoices will be sent by email; please provide email address of the person who reconciles your invoices if different than contact's email.

### METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM EVOLVING PRODUCTIONS LLC, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS IN YOUR SERVICE MANUAL.

#### CREDIT/DEBIT CARD

For your convenience we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges which Evolving Productions or any charges which EP may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

VISA       MASTER CARD       AMERICAN EXPRESS

ACCOUNT #: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

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CARDHOLDER NAME (PRINT): \_\_\_\_\_

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CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

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CITY/STATE/ZIP: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_

### ENTER TOTALS HERE

MATERIAL HANDLING	DISPLAY FURNISHINGS	CLEANING SERVICES	UTILITIES	EXHIBIT TRANSPORTATION
TOTALS				

You may place orders by phone, fax, or mail.

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EVOLVING PRODUCTIONS LLC

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**R U S H**

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**DO NOT DELAY**

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**RECEIVING DATE BEGINS: DECEMBER 1, 2024**

**RECEIVING DATE BEGINS: DECEMBER 1, 2024**

**DEADLINE DATE IS: JANUARY 3, 2025**

**DEADLINE DATE IS: JANUARY 3, 2025**

TO: \_\_\_\_\_  
EXHIBITOR NAME

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O: EVOLVING PRODUCTIONS LLC  
3847 DESIRE PARKWAY  
NEW ORLEANS, LA 70126

C/O: EVOLVNG [PRODUCTIONS LLC  
3847 DESIRE PARKWAY  
NEW ORLEANS, LA 70126

**WAREHOUSE**

**WAREHOUSE**

EVENT NAME: *FANEXPO 2025*

EVENT NAME: *FANEXPO 2025*

BOOTH #: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_ OF \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_ OF \_\_\_\_\_

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVIENIENCE.  
PLACE ONE LABEL ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.