

Women's Expo

Location: Exhibit Hall 1 & 2
John S. Knight Center
77 E. Mill Street, Akron, OH 44308
Customer Service: (330) 374-8900

Dates of Event: Saturday, March 17, 2007 from 10:00 a.m. to 5:00 p.m.
Sunday, March 18, 2007 from 11:00 a.m. to 4:00 p.m.

Check-in: A registration table will be setup during setup times.
Exhibit badges will be handed out on Saturday morning.

Friday Setup: Setup for exhibitors is Friday, March 16th from 10:00 pm to 6:00 pm.

Friday Drive-in: Cars must unload at the dock and carry exhibit materials to your booth
Push carts are available, but be smart and bring your own.

Saturday Setup: **Carry-in only!** From 8:30 a.m. to 10:00 a.m.
Dock doors will only be open until 9:30 am
No cars will be permitted to drive onto the exhibit floor.

Hand carry or 2 wheel dollie can come through the Dock Entrance Doors
CARTS ARE LIMITED, So please bring your own 2 wheel dollie.

Tear Down: Sunday evening, March 18, 2006 from 4:00 p.m. to 9:00 p.m.
All exhibit material must be removed from the John S. Knight Center by 9:00 p.m.
The dock doors will not be opened until 4:00 p.m. on Sunday, March 18th.

Setup Parking: Parking is free for setup on Friday at the John S. Knight Center. Spaces are limited!!

Event Parking: Parking is free in all city lots on the weekends.

Services: For extra: tables, chairs, signs, etc. contact the event decorator:
Miller's Party Center at (330) 773-2110.

Electrical: For electrical needs contact the John S. Knight Center at (330) 374-8900

Lunch: A lunch package is available by contacting the Catering Department (330) 374-8909.
The concession stand will be open during show hours.

Shipping: You can ship your exhibit booth prior to the event by contact the the event decorator
Miller's Party Center at (330) 773-2110.

Selling: If your company plans to sell products at the event, the State of Ohio requires a vendor's
license. If you need a vendor's license (\$25.00), contact the Ohio Dept. of Taxation at
(888) 405-4089 or go online at www.Tax.Ohio.Gov.

Security: The building will be locked at night, but that does not guarantee your belongings are safe.

- Use common sense to make sure your merchandise and equipment are protected.
- Take appropriate precautions to safeguard your exhibit and its contents.
- During setup and tear down have someone remain at your booth.
- Cover and lock items on display after set up is complete.
- The expo is open to the public, the responsibility for safeguarding your exhibit is yours.
- Lock-up or take home expensive items overnight.
- The event management company is not responsible for lost, damaged or stolen items.



Management: Shows and Expo Inc. is the event management company that will help you before,
during and after the event. If you have any questions call us at (800) 803-4977.

398 W. Bagley Road, Suite 5, Berea, Ohio 44017

Toll free: (800) 803-4977 • Local: (440) 260-0002 • Fax: (440) 260-0003

Email: eventpro@ameritech.net • Website: www.eventpro-ohio.com

**ELECTRICAL SERVICES
ORDER FORM**

JOHN S. KNIGHT CENTER

**77 EAST MILL STREET, AKRON, OH 44308
330.374.8900 800.245.4254 Fax 330.374.8825**

EVENT NAME: _____
 BOOTH NUMBER: _____
 COMPANY NAME: _____
 CONTACT PERSON: _____
 EMAIL ADDRESS: _____
 TELEPHONE NUMBER: (____) _____
 ADDRESS: _____

FOR OFFICE USE ONLY
 EVENT ID: _____
 DATE RECEIVED: _____

(PAYMENTS AT PRE-ORDER RATE WILL ONLY BE ACCEPTED IF ORDER FORM
 AND PAYMENT ARE RECEIVED 10DAYS PRIOR TO MOVE-IN)

SECTION (A) NON-TAXABLE ITEMS

	PRE-ORDER RATE	ON SITE RATE	TOTAL
LOW POWER			
120 Volts up to 1000 Watts.....	\$48.00	\$58.00	\$
120 Volts up to 2000 Watts.....	\$69.00	\$84.00	\$
HIGH POWER			
208 Volt, 20 Amp, Single Phase Receptacle.....	\$69.00	\$84.00	\$
208 Volt, 30 Amp, Single Phase Receptacle.....	\$90.00	\$110.00	\$
208 Volt or 480 Volt, Three Phase Receptacle.....	\$115.00	\$141.00	\$
SPECIAL POWER (For special requests, contact Customer Service, prior to submitting written request.)			
208 or 480 Volt or Single Phase above 30 Amps.....(per Amp)	\$2.75	\$3.25	\$
208 or 480 Volt, Three Phase above 30 Amps.....(per Amp)	\$3.80	\$4.30	\$

SUB-TOTAL FOR NON-TAXABLE ELECTRICAL SERVICES (SECTION A ONLY)

SECTION (B) TAXABLE ITEMS

	PRE-ORDER RATE	ON SITE RATE	TOTAL
ACCESSORIES			
Extension Cord (s).....(each)	\$10.00	\$13.00	\$
Multi-Tap Box.....	\$11.00	\$14.00	\$
Adapter for "Non-Nema" Plugs and Receptacle.....	\$15.00	\$18.00	\$

SUB-TOTAL FOR TAXABLE ELECTRICAL ACCESSORIES (SECTION B ONLY) \$ _____

6.25% Sales Tax (SECTIONS B ONLY) \$ _____

GRAND TOTAL DUE: \$ _____

CREDIT CARD INFORMATION:

Please complete the attached credit card authorization & payment form and submit with this form for payment.

1. Rates quoted cover bringing of service to back of booth and does not include connecting your equipment.
2. All wiring or electrical work on exhibitor's display is charged on time and materials basis.
3. Tagging of equipment for proper voltage, phase, connections, etc., is exhibitor's responsibility.
4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.
5. John S. Knight Center is not responsible for voltage or frequency variances.
6. Any motor 1/2 horsepower or larger must have a safety switch.
7. Additional charges of 50% will be assessed for around the clock service.
8. Tax applicable to equipment only.

NOTE ALL ABOVE LISTED RATES ARE SUBJECT TO CHANGE



JOHN S. KNIGHT CENTER

CREDIT CARD AUTHORIZATION & PAYMENT FORM
IF FAXING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES

MAIL TO: John S. Knight Center
Attention: Finance Department
77 East Mill Street, Akron, OH 44308
Telephone - 330.374.8900 Toll Free - 800.245.4254 Fax - 330.374.8971
www.johnsknightcenter.org

Name of Event: _____ Company: _____
Event Dates: (from) _____ (to) _____ Booth Number: _____
I, the undersigned cardholder, give the John S. Knight Center, Akron, OH, USA authorization to charge my credit card for the amount totaling \$ _____ (US Currency).

PAYMENT NOTICE:

1. PRE-ORDER RATES apply only to orders paid in full and received 10 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY.
2. ON-SITE RATES must be paid at move-in for all other orders. NO EXCEPTIONS.
3. ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF EVENT
4. NSF Checks will be assessed a minimum \$30.00 penalty Charge.

IMPORTANT CONDITIONS AND REGULATIONS

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS

1. Payment in FULL, IN U.S FUNDS must accompany service order form.
2. All information must be completed in full for order to be processed. Incomplete forms MAY result in processing delay resulting in slow service installation.
3. Tax-exempt organizations must include a Blanket Certificate of Exemption Form for state sales taxes with the order. Sales tax shall be charged for all events for which a completed form is not received
4. No Service will be installed until payment is received.
5. Cancellations: Refunds will be computed as follows:
 1. After installation - NO REFUND
 2. Refunds will be given on pre-orders up to 3 days prior to move-in of event

To be completed by Cardholder:

Please complete all areas below. Incomplete requests will be rejected and orders will not be processed. The Center reserves the right to decline acceptance of any card-not-present transaction at its discretion.

Corporate Card Personal Card

Cardholder Name: _____ Company: _____

Credit Card Billing Address: _____

City: _____ State/Province: _____ Zip/Postal code: _____

Country: _____

Daytime Telephone: (____) _____ Fax Number: (____) _____

E-mail: _____

Check One: Visa MasterCard American Express Discover

Card Number: _____ Exp Date: _____

CID Number: _____ Visa/MC/Disc: Last 3 digits located on card back in signature panel Amex: 4-digit number located on card front right

Signature of Cardholder: _____ Date: _____