

9697 East River Road Minneapolis, Minnesota 55433 Phone (763) 755-8111

Email form to: info@cenaikoexpo.com

NAME OF SHOW	MN Horse Expo	DATES_	April 26-28, 2024
EXHIBITOR		PHONE # _	
ADDRESS		BY	
CITY, STATE, ZIP		воотн	NO
NOTE: ORDER IN A	DVANCE AND SAVE! SUBMIT YOUR ORDER 10 DAYS PRIOR TO THI	SHOW TO	QUALIFY FOR ADVANCED PRICING

DESCRIPTION	QTY.	ADV.	FLOOR	AMT.	Lessee personally guarantees full payment by the company or
DRAPED DISPLAY TABLE -			1		corporation, above named will be personally obligated to pay this
Three Sides					amount.
8' long x 2' wide x 30" high		\$63.00	\$75.00		arrount.
6' long x 2' wide x 30" high		\$56.00	\$67.00		Ciamatura
4' long x 2' wide x 30" high		\$50.00	\$59.00		Signature:
DRAPED DISPLAY COUNTER -					
Three Sides					Date:
8' long x 2' wide x 42" high		\$74.00	\$87.00		In the event of the refusal or failure to pay said balance on or
6' long x 2' wide x 42" high		\$67.00	\$79.00		balance owing under this contract, Cenaiko Expo, Inc. may without
4' long x 2' wide x 42" high		\$61.00	\$70.00		notice exercise all of the rights & remedies under any applicable
COLOR OF SKIRTS - All tops white:					MN law. Customer further agrees to pay all cost & expenses including reason- able attorney's fees & cost in the collection of
Blue Green Gold Red White					any amount not paid when due, together with maximum interest
Burgundy Black (please circle color)					allowed by law.
DRAPE FOURTH SIDE OF TABLE		\$22.00	\$27.00		
UNDRAPED DISPLAY TABLE -					The above rental prices are for the duration of the show and include delivery, installation and removal except where specified or
8' long x 2' wide x 30" high		\$27.00	\$38.00		otherwise agreed upon by both parties.
6' long x 2' wide x 30" high		\$25.00	\$36.00		care mee agreed apon by bear parace.
4' long x 2' wide x 30" high		\$23.00	\$34.00		
		Ψ20.00	ψ04.00		Cancellation or changes: Items ordered and delivered to booth but subsequently cancelled will be invoiced at 50% of above
UNDRAPED DISPLAY COUNTER -		<b>#00.00</b>	¢40.00		charges to cover labor involved. Draped tables will be invoiced at
8' long x 2' wide x 42" high		\$29.00 \$27.00	\$40.00 \$38.00		100% of the draping charge, but table will not be charged.
6' long x 2' wide x 42" high			· .		
4' long x 2' wide x 42" high		\$25.00	\$36.00		SALES TAX
COCKTAIL TABLES					STATUS
30" Tall		\$25.00	\$30.00		*All rental items are taxable at the applicable city/state tax rate of
42" Tall		\$30.00	\$35.00		the location of the event. Labor in some states is taxable.
Cocktail Table Linen		\$30.00	\$40.00		If your organization is non-profit and tax exempt, we must
BOOTH CHAIRS - PADDED (Use with 30" table)		\$24.00	\$30.00		have a copy of your Tax Exemption Certificate in advance of the event, or we must include the applicable tax on the
BOOTH CHAIRS - FOLDING			***		invoice. The Tax Exemption Certificate must be from the state
(Use with 30" table)		\$18.00	\$22.00		in which the event is held. Tax Exemption Certificates from
PADDED STOOL - W/BACK		\$35.00	\$42.00		another state cannot be accepted.
(Use with 42" table)		Ψ00.00	Ψ-2.00		,
CARPET RENTAL					FIN # 41-0918149
Single Booth		\$89.00	\$99.00		TOTAL RENTAL
Double Booth		1	\$199.00		
Triple Booth		\$259.00	\$299.00		8.375 % SALESTAX
CARPET PADDING					TOTAL INIVIOLOF
(Per Square Foot)		\$1.00	N/A		TOTAL INVOICE \$
**Carpet Padding must be requested 10		,			
days prior to show opening. No floor					
orders will be accepted.**					
Custom or bulk carpet upon request.					
4 week advanced notice required.					
Call for Quote!!					
FLOOR EASEL		\$17.00	\$21.00		
WASTE BASKET		\$9.00	\$14.00		*PANAFAIT
Miscellaneous Equipment or Services					*PAYMENT must accompany all advance orders. All floor orders are C.O.D **PLEASE RETURN THE CREDIT CARD FORM WITH YOUR ORDER
miscendieous Equipment of Services					THEASE RETURN THE CREDIT CARD FORM WITH YOUR ORDER

Cenaiko Expo, Inc. 9697 East River Road NW Coon Rapids, MN 55433

Email: info@cenaikoexpo.com

Phone: 763-755-8111

\*\*US FUNDS ONLY\*\*

### MN Horse Expo April 26-28, 2024 MN State Fairgrounds

# **Credit Card Authorization Form**

I,Print Cardholder Name	Of Print Company Name	Booth #
Hereby authorize Cenaiko Expo to deb	oit my:	
MASTERCARD □ VISA □	AMEX	do not accept Discover**
Card Number:		
Expiration Date:/ C	CVV Code (3-digit secur	ity code located on back of card)
In the amount of \$		
Authorized Signature		
All information belo	 w is required to process you	
Street Billing Address		
City	State	Zip Code
Authorized Users Name	Phor	ne Number
Email Address for receipt		Date



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## MN Horse Expo MN State Fairgrounds April 26-28, 2024

#### DRAYAGE INFORMATION & SHIPPING INSTRUCTIONS

Cenaiko Expo has been contracted to handle all Advance Warehouse and Material Handling needs for the MN Horse Expo at the MN State Fairground on April 26-28, 2024. Attached is the order/payment form needed for the services we provide. Please read through them and feel free to contact Hilary at 763-755-8111 if you have any questions.

- Freight should be scheduled to arrive at the Advance Warehouse **no later** than Friday April 19<sup>th</sup>, which is 4 business days prior to booth set-up on Thursday April 25<sup>th</sup>, 2024.
- The attached Shipping & Material Handling Order Form must be completed in full and received by Cenaiko Expo PRIOR to delivery of freight. If you do not submit paperwork in advance, you have incomplete shipping labels or late deliveries, it can result in **delayed/refused** shipments or additional fees. We ask that this form be emailed to us at <a href="mailto:shipping@cenaikoexpo.com">shipping@cenaikoexpo.com</a> prior to, or immediately upon shipping of your freight.
- Advance Warehouse freight should be labeled and shipped to the following address:

SHIP TO: Cenaiko Expo, Inc.

(MN Horse Expo)

(Name of Company Exhibiting and Booth #)

9697 East River Rd. NW Coon Rapids, MN 55433

• **Show Site Freight** directly to the conference site *must not arrive prior to Monday April 22<sup>nd</sup>!* Label shipments as follows:

SHIP TO: Cenaiko Expo/MN State Fairgrounds

(MN Horse Expo)

(Name of Company Exhibiting and Booth #)

1265 Snelling Ave. N St. Paul, MN 55108

- Outbound shipments from the show must be labeled and ready for pick-up; we are not responsible for unlabeled shipments left in booth by the exhibitor. Where carriers fail to pick up shipments, Cenaiko Expo reserves the right to re-route such shipments to the Cenaiko warehouse; the exhibitor will be charged accordingly for this service.
- Your large Freight must be properly packaged on usable pallets. The packages/pallets must <u>not</u> exceed 82" tall or wider than 68". Packages/Pallets bigger than that will not fit through loading dock doors.

All forms need to be completed with pre-payment information and submitted to Cenaiko Expo for freight to be handled. We look forward to working with you and appreciate your business.

Hilary Dahlen Cenaiko Expo 763-755-8111

## **CENAIKO EXPO SHIPPING & MATERIAL HANDLING ORDER FORM**

9697 East River Road NW, Coon Rapids, MN 55433 Phone (763-755-8111)

Prior to, or upon shipping, you must *immediately email this form* to Cenaiko Expo (<a href="mailto:shipping@cenaikoexpo.com">shipping@cenaikoexpo.com</a>) with all information completed and legible. If you do not submit paperwork in advance, have incomplete shipping labels or have late deliveries it can result in delayed/refused shipments and additional handling fees.

Rates are per cwt. (100lbs.) All weights are rounded up to the next cwt. Rates are	Rate Per Cwt	Estimate/	Total Charge
based per SHIPMENT. Rates are based on incoming weights. 100lbs. is minimum charge on shipment. Drayage charges are determined by the Gross weight of the shipment.	(100lbs)	Actual Weight	(Rate x Lbs.)
INBOUND: Warehouse Advance Shipments: Storage at Advance Warehouse.  Delivery to show site & placement in your booth. Removal & return of empty containers if ordered below.	\$75.00cwt		
<b>OUTBOUND:</b> Returning to Advance Warehouse for Pick-Up: Pickup of freight at your booth and loading onto truck to return to Advance Warehouse for pick-up by your carrier.	\$40.00cwt		
INBOUND: Exhibit Hall Direct Shipments: Placement of materials at your booth. Removal & return of empty containers (if ordered below). Loading of outbound materials.	\$55.00cwt		
<b>OUTBOUND: Exhibit Hall Shipments:</b> Loading of outbound materials from your booth to loading dock or to outbound carrier.	\$35.00cwt		
<b>Empty Container Storage:</b> Storage of your empty containers in a secure area. Only containers clearly marked by vendor name & booth number will be accepted. Containers returned to your booth at close of show.	\$25.00 each		
Forklift With Driver: Moving of freight for various reasons	\$90.00/per Hour		

•	mpleting Bills of Lading and calling fr nce Warehouse as early as 30 days p	•	•
Total Freight Charges: \$			•
*Charges will be adjusted base	d on estimated weight vs. actual weig	ght and all service	es that were provided.*
***OUTBOUND FREIGHT W	ILL BE PICKED UP AT: (circle one)	SHOW SITE	ADVANCED WAREHOUSE
EVENT/SHOW NAME:	MN Horse Expo		
EXHIBITOR BOOTH NUMBER: _	EVEI	NT/SHOW DATE:	April 26-28, 2024
EXHIBITOR/COMPANY NAME:			
EXHIBITOR/COMPANY ADDRES	SS:		
CREDIT CARD NUMBER: ***PI	ease note! We only accept Visa, Mast	ercard and Amer	ican Express***
	Exp. Date:	Sec Code:	Billing Zip:
Authorized By: (please print) _			
Phone Number:	Email for R	eceipt:	

By signing the Shipping & Material Handling Form I am stating that I have read, and I am agreeing to the terms stated on the Shipping & Material Handling Information, Guidelines and Limit of Liability Form.