



www.carolinatd.com

P.O. Box 220051 P. 704-366-9970  
Charlotte, NC 28222 F. 704-635-7099

Questions about this form?  
Email us at help@carolinatd.com or  
call 704-366-9970.

**IMPORTANT SHOW  
INFORMATION**

**DEADLINE DATE:  
March 11, 2019**

If we receive your order on or  
before this date please utilize  
the discounted rates listed.

NCLL c/o  
Great Homeschool Conventions  
St. Charles Convention Center  
St. Charles, MO  
March 28-30, 2019

Dear MO Homeschool Exhibitor,

Carolina Tradeshow Decorators is proud to selected as the convention decorator and shipping & materials service provider for the MO Homeschool Convention. If you find while going through our forms that you need something you do not see, please feel free to call us. Chances are we can provide the item and/or service(s). We look forward to serving you!

Booth Drape Colors: Blue & White

Booth Package Includes: 8' high backdrape  
3' high siderail  
(1) 2' x8'x 30" Table skirted  
2 Chairs  
Exhibitor ID sign

Exhibit Floor Carpeted? No

Exhibitor Install:	Wednesday -	March 27, 2019	5:00 p.m. - 9:00 p.m. (3 or more booths only)
	Thursday -	March 28, 2019	9:00 a.m. - 4:30 p.m.
Exhibit Hours:	Thursday -	March 28, 2019	5:00 p.m. - 9:00 p.m.
	Friday -	March 29, 2019	9:30 a.m. - 8:30 p.m.
	Saturday -	March 30, 2019	9:30 a.m. - 6:00 p.m.
Exhibitor Dismantle:	Saturday -	March 30, 2019	6:00 p.m. - 12:00 a.m.
Discounted Furniture Deadline:	Monday -	March 11, 2019	
Advance Shipping Deadline:	Monday -	March 25, 2019	
First Day for On-site Shipping:	Wednesday -	March 27, 2019	
Carrier Check-in Deadline:	Saturday -	March 30, 2019	8:00 p.m.

**Please remember items not ordered by deadline date cannot be guaranteed.**

CTD Online ordering please click link below;

<https://carolinatd.boomerecommerce.com>

St. Charles CC Electrical services please click link below;

[http://stcharlescc.ungerboeck.com/coe/coe\\_p1\\_all.aspx?oc=10&cc=EOCOEform/](http://stcharlescc.ungerboeck.com/coe/coe_p1_all.aspx?oc=10&cc=EOCOEform/)

# PAYMENT FORM

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Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

### Payment Terms & Conditions:

Carolina Tradeshow Decorators requires payment in full with your order. If you wish to charge your orders to your credit card, please complete the information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number. If you claim tax exempt status you must send us a copy of your tax exempt certificate issued by the federal government or state in which the event is taking place.

### Third Party Authorization:

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to CTD prior to the close of the show. (Signature required below.)

Third Party:	Email:
Billing Address:	Phone:
City / State / Zip:	Fax:
Contact Name:	Signature:

### Please indicate which items/services are to be invoiced to the third party:

All CTD Services  Booth Labor  Furniture/Carpet  Floral  Booth Cleaning  Freight Handling  Rigging & Forklift

### Please fill out credit card info below:

We accept Cash, Check, American Express, MasterCard and Visa.

Account # \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Cardholder Billing Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax # \_\_\_\_\_

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City / State / Zip:	Fax:	
Contact Name:	Signature:	

**Standard Carpet Selections**

Carpet size	Qty.	Discount Price	Standard Price	Extended Price
10' x 10'		\$ 102.50	\$ 129.15	
10' x 20'		\$ 204	\$ 257.30	
10' x 30'		\$ 307.50	\$ 386.40	
10' x 40'		\$ 413	\$ 578	

**Padding & Visqueen**

Description	Qty.	Discount Price	Standard Price	Extended Price
Padding - sqft		\$ .84	\$ 1.23	
Visqueen		\$ .51	\$ .74	

**Custom Carpet Size**

Please fill-in size requested below	Total sqft	Discount Price	Standard Price	Extended Price
		\$ 3.33	\$ 4.61	

**Plush Carpet - 30 oz**

Please fill-in size requested below	Total sqft	Discount Price	Standard Price	Extended Price
		\$ 5.65	\$ 7.70	

\_\_\_\_\_ Black \_\_\_\_\_ Blue \_\_\_\_\_ Burgundy \_\_\_\_\_ Gray \_\_\_\_\_ Green \_\_\_\_\_ Red \_\_\_\_\_ Purple \_\_\_\_\_ Teal \_\_\_\_\_ Gold

- Equipment is provided on a rental basis and remains property of CTD.
- No Credit will be issued after close of show.
- Items ordered and delivered, but subsequently cancelled, will still be charged at 50% of the price.

<b>Sub-Total:</b>	
7.95% Sales Tax:	
<b>Total:</b>	



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**TABLES, DRAPERY & ACCESSORIES**

NCLL c/o  
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St. Charles Convention Center  
St. Charles, MO  
March 28-30, 2019

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Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

**Draped Tables**

Table Size depth x length x height	Qty.	Discount Price	Standard Price	Extended Price
2' x 4' x 30"		\$ 52.50	\$ 72.25	
2' x 6' x 30"		\$ 66.10	\$ 92.25	
2' x 8' x 30"		\$ 79.50	\$ 110.70	
2' x 4' x 40"		\$ 79.50	\$ 110.70	
2' x 6' x 40"		\$ 92.25	\$ 129.65	
2' x 8' x 40"		\$ 105	\$ 148.10	

**Undraped Tables**

Table Size depth x length x height	Qty.	Discount Price	Standard Price	Extended Price
2' x 4' x 30"		\$ 25.60	\$ 49.20	
2' x 6' x 30"		\$ 25.60	\$ 49.20	
2' x 8' x 30"		\$ 25.60	\$ 49.20	
2' x 4' x 40"		\$ 38.40	\$ 47.90	
2' x 6' x 40"		\$ 49.20	\$ 61	
2' x 8' x 40"		\$ 53.80	\$ 65	

**Chairs**

Chair Type	Qty.	Discount Price	Standard Price	Extended Price
Padded Side - Gray		\$ 33.30	\$ 46	
Padded Stool - Gray		\$ 40	\$ 55.60	
Secretarial Chair		\$ 114.80	\$ 161.45	
Folding Chair - Black		\$ 6.15	\$ 20	

**Accessories**

Description	Qty.	Discount Price	Standard Price	Extended Price
Literature Rack		\$148.60	\$208	
Easel		\$ 21.50	\$ 26.65	
22"x28" Sign Holder		\$ 96.85	\$ 135.30	
Bag Stand		\$ 84	\$ 117.90	
Garment Rack		\$ 115.80	\$ 162	
Coat Tree		\$ 84	\$ 117.90	
Wastebasket		\$ 6.15	\$ 25.60	
30" x 30" Pedestal Table		\$ 59.70	\$ 83	
30" x 40" Pedestal Table		\$ 66.35	\$ 92.25	

**Draping**

Description	Qty.	Discount Price	Standard Price	Extended Price
Table Draping 30" (4th side of table)		\$ 25.60	\$ 25.60	
Table Draping 40" (4th side of table)		\$ 25.60	\$ 25.60	
3' drape - Per foot		\$ 7.17	\$ 8.75	
8' drape - Per foot		\$ 10.25	\$ 12.85	

**Risers**

Description	Qty.	Discount Price	Standard Price	Extended Price
4' Draped Riser		\$ 17.50	\$ 21.50	
6' Draped Riser		\$ 26.65	\$ 32.30	
8' Draped Riser		\$ 34.60	\$ 44.10	

Black \_\_\_\_\_ Blue \_\_\_\_\_ Burgundy \_\_\_\_\_ White \_\_\_\_\_ Gray \_\_\_\_\_ Green \_\_\_\_\_ Red \_\_\_\_\_ Purple \_\_\_\_\_ Teal \_\_\_\_\_ Gold \_\_\_\_\_

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<b>Sub-Total:</b>	
7.95% Sales Tax:	
<b>Total:</b>	



# Caravan Service Order Form

2019  
NCLL c/o  
Great Homeschool Conventions  
Fort Worth, TX  
Greenville, SC  
St. Charles, MO  
Cincinnati, OH  
Ontario, CA  
Rochester, NY  
Jacksonville, FL

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Company Name:	Email:
Contact Name:	Phone:
Address:	City/State/Zip:

In order to guarantee space on the caravan, this form must be filled out and turned back in to CTD. If you don't have space reserved in advance, we cannot guarantee the service. All orders must have a credit card on file. Based off the information below CTD will generate a Bill of Lading and shipping labels. These items will be delivered directly to your booth. You will need to fill-in the actual pieces and apply the stickers, then turn the Bill of Lading into the service desk. Items will go to the next event and be delivered to your booth. **Please note Handling Fees will still be charged for any/all freight received at each event.**

### Please fill-in all that apply:

	TX to SC \$.95 per pound (\$40 Minimum Charge Includes 30 days storage)	SC to MO \$.95 per pound (\$40 Minimum Charge Includes 30 days storage)	MO to OH \$.95 per pound (\$40 Minimum Charge Includes 30 days storage)	OH to CA \$1.75 per pound (\$75 Minimum Charge Includes 60 days storage)	CA to NY \$1.75 per pound (\$75 Minimum Charge includes 60 days storage)	NY to FL \$.95 per pound (\$40 Minimum Charge includes 30 days storage)
Booth Number	TX Booth #	SC Booth #	MO Booth #	OH Booth #	CA Booth #	NY Booth #
Total Estimated Weight						
# of Plastic Case(s) (Please give color as well)						
# of Skid(s)						
# of Carpet(s)						
# of Padding(s)						
# of Wooden Crates						
# of Other (please give description)						
Estimated Total # of Pieces						

**We accept American Express, Discover, MasterCard and Visa.**

Account # \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Cardholder Billing Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax # \_\_\_\_\_



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### INBOUND/OUTBOUND SHIPPING QUOTE

NCLL c/o  
Great Homeschool Conventions  
St. Charles Convention Center  
St. Charles, MO  
March 28-30, 2019

Company Name:	Email:
Contact Name:	Phone:

Booth Number(s)
-----------------

**CTD NOW OFFERS SHIPPING SERVICES TO AND FROM YOUR EVENT. PLEASE  
FILL IN THE INFORMATION BELOW TO GET A QUOTE. IF ACCEPABLE, CTD  
WILL ARRANGE PICK-UP/DELIVERY TO THE SHOW AND RETURN IF YOU LIKE.**

#### TO EVENT - PICK-UP LOCATION:

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Pick-up Contact \_\_\_\_\_ Telephone \_\_\_\_\_

# of cardboard boxes \_\_\_\_\_ plastic cases \_\_\_\_\_ wooden crates \_\_\_\_\_ carpet/padding roll \_\_\_\_\_  
 Estimated weight of all pieces \_\_\_\_\_

#### FROM EVENT - SHIP TO LOCATION:

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Pick-up Contact \_\_\_\_\_ Telephone \_\_\_\_\_

# of cardboard boxes \_\_\_\_\_ plastic cases \_\_\_\_\_ wooden crates \_\_\_\_\_ carpet/padding roll \_\_\_\_\_  
 Estimated weight of all pieces \_\_\_\_\_

If there any special circumstances for your pick-up /delivery please indicate below;  
(i.e. Residential pick-up, liftgate needed, call before pick-up/delivery. If nothing is indicated we will assume that a loading dock is available for pick-up.)

\_\_\_\_\_



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## FREIGHT HANDLING INFORMATION SHEET

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St. Charles, MO  
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Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

CATEGORY	DESCRIPTION	RATE PER CWT
<b>A</b>	Any freight coming to the ADVANCE WAREHOUSE on or before <b>March 25, 2019</b> via common carrier and be unloaded at the warehouse dock with no additional handling requirements.	\$ 51.25
<b>D</b>	Any freight coming to the SHOW SITE on or after <b>March 27, 2019</b> via common carrier and be unloaded at the Show Site dock with no additional handling requirements.	\$ 51.25

### 200 lb minimum charge per shipment

Category	Estimated Weight	X	Per 100 lbs 200 lbs minimum (Round up to next 100 pounds)	Extended Price
		X		
		X		
		X		
		X		

Advance Warehouse Address	Show Site Address
<p>CTD C/O YRC 400 BARTON ST. ST. LOUIS, MO 63104</p>	<p>ST CHARLES CONVENTION CENTER C/O CTD 1 CONVENTION CENTER PLAZA ST. CHARLES, MO 63303</p>



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**OUTBOUND BILL OF LADING  
& LABELS REQUEST**

**\*\*Only fill this form out if  
you did not  
previously fill out the  
Inbound/Outbound  
Shipping Quote Form\*\***

Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Every outbound shipment will require a CTD bill of lading. We offer pre-printed bills of lading and shipping labels for your convenience. If you are arranging for CTD to tear down your exhibit, you are required to fill out this form. If you are shipping via any carrier other than the designated show carrier, you must in addition to our bill of lading have the proper paperwork for your carrier. Once your shipment is packed and ready to ship, please return this bill of lading to our service desk with the confirmed piece counts and estimated weights.

**SHIP TO:**

# of labels needed \_\_\_\_\_ Carrier Requested \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

Attention \_\_\_\_\_ Telephone \_\_\_\_\_

**SHIPPING CHARGES BILLED TO:**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

Attention \_\_\_\_\_ Telephone \_\_\_\_\_

In case your designated carrier does not check-in by 8:00 p.m. on March 30, 2019 you must designate an alternative option below.

Re-route show  
carrier \_\_\_\_\_

Return to warehouse at exhibitors  
expense. MINIMUM CHARGE \$125 \_\_\_\_\_