



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.

NCLL c/o
Great Homeschool Conventions
Duke Energy Convention Center
Cincinnati, OH
April 25-27, 2019

**IMPORTANT SHOW
INFORMATION**

**DEADLINE DATE:
April 8, 2019**

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

Dear OH Homeschool Exhibitor,

Carolina Tradeshow Decorators is proud to selected as the convention decorator and shipping & materials service provider for the OH 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 -	April 24, 2019	5:00 p.m. - 9:00 p.m. (3 or more booths only)
	Thursday -	April 25, 2019	9:00 a.m. - 4:30 p.m.
Exhibit Hours:	Thursday -	April 25, 2019	5:00 p.m. - 9:00 p.m.
	Friday -	April 26, 2019	9:30 a.m. - 8:30 p.m.
	Saturday -	April 27, 2019	9:30 a.m. - 6:00 p.m.
Exhibitor Dismantle:	Saturday -	April 27, 2019	6:00 p.m. - 12:00 a.m.
Discounted Furniture Deadline:	Monday -	April 8, 2019	
Advance Shipping Deadline:	Monday -	April 22, 2019	
First Day for On-site Shipping:	Wednesday -	April 24, 2019	
Carrier Check-in Deadline:	Saturday -	April 27, 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>

Duke Energy CC Electrical services please click link below;

<http://www.duke-energycenter.com/services-availableform/>

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

Standard Carpet Selections

Carpet size	Qty.	Discount Price	Standard Price	Extended Price
10' x 10'		\$ 105	\$ 128	
10' x 20'		\$ 210	\$ 294	
10' x 30'		\$ 315.15	\$ 384.40	
10' x 40'		\$ 420.25	\$ 512.50	

Padding & Visqueen

Description	Qty.	Discount Price	Standard Price	Extended Price
Padding - sqft		\$.72	\$ 1.10	
Visqueen		\$.46	\$.67	

Custom Carpet Size

Please fill-in size requested below	Total sqft	Discount Price	Standard Price	Extended Price
		\$ 2.80	\$ 3.95	

Plush Carpet - 30 oz

Please fill-in size requested below	Total sqft	Discount Price	Standard Price	Extended Price
		\$ 4.75	\$ 6.55	

_____ 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.

Sub-Total:	
7% Sales Tax:	
Total:	



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TABLES, DRAPERY & ACCESSORIES

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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"		\$ 44	\$ 60.75	
2' x 6' x 30"		\$ 55.20	\$ 77.10	
2' x 8' x 30"		\$ 66.10	\$ 92.25	
2' x 4' x 40"		\$ 66.10	\$ 92.25	
2' x 6' x 40"		\$ 77.75	\$ 108.40	
2' x 8' x 40"		\$ 88.15	\$ 123.50	

Undraped Tables

Table Size depth x length x height	Qty.	Discount Price	Standard Price	Extended Price
2' x 4' x 30"		\$ 23	\$ 41.25	
2' x 6' x 30"		\$ 23	\$ 41.25	
2' x 8' x 30"		\$ 23	\$ 41.25	
2' x 4' x 40"		\$ 32	\$ 40	
2' x 6' x 40"		\$ 41	\$ 51	
2' x 8' x 40"		\$ 45	\$ 54.60	

Chairs

Chair Type	Qty.	Discount Price	Standard Price	Extended Price
Padded Side - Gray		\$ 27.45	\$ 38.70	
Padded Stool - Gray		\$ 33	\$ 46.15	
Secretarial Chair		\$ 98.25	\$ 137.85	
Folding Chair - Black		\$ 6.30	\$ 16.55	

Accessories

Description	Qty.	Discount Price	Standard Price	Extended Price
Literature Rack		\$ 126.85	\$ 177.60	
Easel		\$ 18.45	\$ 22.80	
22"x28" Sign Holder		\$ 82.75	\$ 115.80	
Bag Stand		\$ 71.75	\$ 100.30	
Garment Rack		\$ 99.25	\$ 138.40	
Coat Tree		\$ 71.75	\$ 100.30	
Wastebasket		\$ 4.90	\$ 22	
30" x 30" Pedestal Table		\$ 49.75	\$ 69.20	
30" x 40" Pedestal Table		\$ 55.20	\$ 77.15	

Draping

Description	Qty.	Discount Price	Standard Price	Extended Price
Table Draping 30" (4th side of table)		\$ 22	\$ 30.50	
Table Draping 40" (4th side of table)		\$ 22	\$ 30.50	
3' drape - Per foot		\$ 6.15	\$ 7.30	
8' drape - Per foot		\$ 9	\$ 11	

Risers

Description	Qty.	Discount Price	Standard Price	Extended Price
4' Draped Riser		\$ 14.60	\$ 18.70	
6' Draped Riser		\$ 22.55	\$ 27.45	
8' Draped Riser		\$ 29.50	\$ 36.75	

Black Blue Burgundy White Gray Green Red Purple Teal Gold

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Sub-Total:	
7% Sales Tax:	
Total:	



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INBOUND/OUTBOUND SHIPPING QUOTE

NCLL c/o
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Cincinnati, OH
April 25-27, 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.)



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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**FREIGHT HANDLING
INFORMATION SHEET**

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Contact Name:	Signature:	

CATEGORY	DESCRIPTION	RATE PER CWT
A	Any freight coming to the ADVANCE WAREHOUSE on or before April 22, 2019 via common carrier and be unloaded at the warehouse dock with no additional handling requirements.	\$ 44.95
D	Any freight coming to the SHOW SITE on or after April 24, 2019 via common carrier and be unloaded at the Show Site dock with no additional handling requirements.	\$ 44.95

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 10074 PRINCETON-GLENDALE SR 747 CINCINNATI, OH 45246</p>	<p>DUKE ENERGY CC C/O CTD 525 ELM ST CINCINNATI, OH 45202</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.

of labels needed _____ **SHIP TO:** 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 April 27, 2019 you must designate an alternative option below.

Re-route show carrier _____

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