



**Marine Aquarium Expo (MAX)  
April 2 - 3, 2016  
Orange County Fair & Event Center  
The Hanger Building  
88 Fair Dr. Costa Mesa, CA 92626**

**EXHIBITOR MOVE-IN APRIL 1, 2016 12:00PM - 6:00PM  
EXHIBITOR MOVE-OUT APRIL 3, 2016 5:00PM - 10:00PM**

Dear Exhibitor,

We are pleased that show management has selected PETERSEN EVENTS CORPORATION as your official service contractor. Our goal is to help make sure your show participation is a success.

**SPECIAL NOTES**

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples or any like material are allowed to be used to hang, suspend or attach anything to the drape.  
*Exhibitor will be held responsible for replacement of any damaged drape !*

**Show Management is providing each exhibitor with the following:**

**ONE Pole & Drape Booth  
ONE Table  
TWO Chairs  
ONE Waste Basket**

Please review this information carefully. It contains information and order forms for the services offered by Petersen Events Corporation. If we are to serve you efficiently, it is most important that you return these forms to us promptly together with your payment. All checks or money orders should be made payable to Petersen Events Corp.

If you need assistance or additional information, please feel free to contact Petersen Events Corporation at (626) 357-3873 or [info@petersenevents.com](mailto:info@petersenevents.com)

We look forward to serving you.

Sincerely,

Guy A. Petersen  
Petersen Events Corporation

# EXHIBITOR SERVICES ORDER FORM

Dear **MAX** Exhibitor:

All decorating and drayage services must be ordered through **PETERSEN EVENTS CORPORATION**.

You will be provided with the following:

**1 – Exhibit Booth, 1-Table, 2-Chairs and 1- Waste Basket**

**Show Color – Black**

<b><u>TABLES</u></b>				
<b>Qty</b>	<b>Description</b>	<b>*Pre-Order Cost*</b> Place Order by 03/25/16	<b>*Late Order Cost*</b> After 03/25/16	<b>Amount</b>
	4' Draped Table	X \$ 40.00 ea.	X \$ 63.00 ea.	\$
	6' Draped Table	X \$ 50.00 ea.	X \$ 73.00 ea.	\$
	8' Draped Table	X \$ 60.00 ea.	X \$ 83.00 ea.	\$
	6' or 8' Counter Table 40"	X \$ 80.00 ea.	X \$103.00 ea.	\$
	4' Table Only	X \$ 25.00 ea.	X \$ 48.00 ea.	\$
	6' Table Only	X \$ 35.00 ea.	X \$ 58.00 ea.	\$
	8' Table Only	X \$ 45.00 ea.	X \$ 68.00 ea.	\$
	Top Covering (Plastic)	X \$ 7.00 ea.	X \$ 10.00 ea.	\$
<b><u>CHAIRS</u></b>				
	Folding Chair (Black)	X \$ 7.00 ea.	X \$ 10.00 ea.	\$
	Directors Chairs (Tall)	X \$ 15.00 ea.	X \$ 25.00 ea.	\$
<b><u>CARPETING (Pre-Order Only !)</u></b>				
	10' X 10' Black	X \$ 75.00	X \$ 125.00	\$
	10' X 20' Black	X \$ 150.00	X \$ 250.00	\$
	10' X 30' Black	X \$ 225.00	X \$ 375.00	\$
	10' X 40' Black	X \$ 300.00	X \$ 500.00	\$
<b><u>DRAPE</u></b>				
NOTE: Show Colors Only! (In 6', 8' or 10' Lengths)				
	3' High x	X \$ 5.00 per ft	X \$ 9.00 per ft	\$
	8' High x	X \$ 10.00 per ft	X \$ 14.00 per ft	\$
	12'High x	X \$ 18.00 per ft	X \$ 22.00 per ft	\$
<b><u>Cart Service</u></b>				
Note: This service is for the loading and unloading of personal vehicles and not freight handling. No commercial trucks, trailers or delivery services will be off loaded at this rate.				
	Load In (Flat Cart)	X 45.00 Ea.	X 55.00 Ea.	\$
	Load Out (Flat Cart)	X 45.00 Ea.	X 55.00 Ea.	\$

Return all forms to: **Petersen Events Corporation**

Petersen Events Corporation, 11901 Goldring Road, Arcadia CA 91006  
Email: info@petersenevents.com Telephone: 626-357-3873 Fax: 626-357-1303

PETERSEN EVENTS  
CORPORATION  
MATERIAL HANDLING

Event Name: MAX  
Contact \_\_\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

ORDER FORM

Company Name: \_\_\_\_\_ Booth \_\_\_\_\_  
*Use Incoming Weight only and round up to the next 100 lbs. The following rates apply -*

**Advance Shipments To:**

Petersen Events Corp.  
11901 Goldring Rd  
Arcadia, CA 91006

A 25% (\$25.00 min.) Surcharge will apply to shipments received after the last date for arrival

Final arrival date at warehouse: 03/25/16

**Common Carrier:**

Weight of shipment \_\_\_\_\_ lbs. X \$55.00 per 100 lbs. 200lb minimum = \$ \_\_\_\_\_

**Specialized Carrier (Crated Only):**

Weight of shipment \_\_\_\_\_ lbs. X \$55.00 per 100 lbs. 200lb minimum = \$ \_\_\_\_\_

**Small Package: (UPS/Fed Ex)**

Number of cartons \_\_\_\_\_ X \$ 25.00 per package = \$ \_\_\_\_\_

**Direct Shipment: 04/01/16 Only !**

Orange County Fairgrounds (Hanger building)  
88 Fair Drive  
Costa Mesa, CA 92626

Total All Lines \$ \_\_\_\_\_

Payment Enclosed \$ \_\_\_\_\_

**Invoicing will be done from weight as listed on the Inbound bills of lading**

RATE CLASSIFICATIONS

**Common Carrier-** Use this rate for common carriers, which maintain an established local terminal with regular routes. They accept crated materials only and consolidate freight of more than one customer into one shipment headed for a particular destination.

**Specialized Carrier (Crated)** – This rate applies to a van line, company truck or privately owned vehicle delivering crated material.

**Small Package-** *Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. Maximum weight per shipment is 25 lbs.*

Return all forms to: **Petersen Events Corporation**

Petersen Events Corporation, 11901 Goldring Road, Arcadia CA 91006  
Email: info@petersenevents.com Telephone: 626-357-3873 Fax: 626-357-1303

# PETERSEN EVENTS CORPORATION

**IMPORTANT- This form and the exhibitor services order form MUST be returned promptly!**

## ORDER RECAP & EXHIBITOR BILLING INFORMATION FORM

To simplify ordering, please complete all the information requested and return this form with the **Exhibitor Services Order Form**. This will ensure accuracy in setting up your account and processing your orders.

### *Marine Aquarium Expo (MAX)*

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Please Print Name: \_\_\_\_\_

Tables ..... \$ \_\_\_\_\_  
Chairs ..... \$ \_\_\_\_\_  
Carpeting ..... \$ \_\_\_\_\_  
Custom Drape ..... \$ \_\_\_\_\_  
Freight/Drayage ..... \$ \_\_\_\_\_  
(Specify)

**Total Enclosed or Authorized to Charge \$** \_\_\_\_\_

**Return all forms with your Check or Credit Card Authorization to:**

**WE ALSO ACCEPT VISA, MASTER CARD, AND AMERICAN EXPRESS. TO PAY FOR THESE SERVICES WITH A CREDIT CARD, PLEASE FURNISH US WITH THE FOLLOWING INFORMATION:**

TYPE OF CARD: VISA \_\_\_\_\_ MASTER CARD \_\_\_\_\_ AMX \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ CODE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

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

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

AUTHORIZED BY: \_\_\_\_\_

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

Return all forms to: **Petersen Events Corporation**

PETERSEN EVENTS CORPORATION, 11901 GOLDRING RD, ARCADIA, CA 91006  
EMAIL: INFO@PETERSENEVENTS.COM TELEPHONE: 626-357-3873 FAX: 626-357-1303