



# CENAIKO Expo INC.

TRADE SHOW DECORATORS

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

Email form to: [info@cenaikoexpo.com](mailto:info@cenaikoexpo.com)

NAME OF SHOW \_\_\_\_\_ DATES \_\_\_\_\_

EXHIBITOR \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ BY \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

**NOTE: ORDER IN ADVANCE AND SAVE! SUBMIT YOUR ORDER 10 DAYS PRIOR TO THE SHOW TO QUALIFY FOR ADVANCED PRICING.**

DESCRIPTION	QTY.	ADV.	FLOOR	AMT.
<b>DRAPED DISPLAY TABLE - Three Sides</b>				
8' long x 2' wide x 30" high .....		\$63.00	\$75.00	
6' long x 2' wide x 30" high .....		\$56.00	\$67.00	
4' long x 2' wide x 30" high .....		\$50.00	\$59.00	
<b>DRAPED DISPLAY COUNTER - Three Sides</b>				
8' long x 2' wide x 42" high .....		\$74.00	\$87.00	
6' long x 2' wide x 42" high .....		\$67.00	\$79.00	
4' long x 2' wide x 42" high .....		\$61.00	\$70.00	
<b>COLOR OF SKIRTS - All tops white:</b>				
Blue Green Gold Red White				
Burgundy Black (please circle color)				
<b>DRAPE FOURTH SIDE OF TABLE ..</b>		\$22.00	\$27.00	
<b>UNDRAPED DISPLAY TABLE -</b>				
8' long x 2' wide x 30" high .....		\$27.00	\$38.00	
6' long x 2' wide x 30" high .....		\$25.00	\$36.00	
4' long x 2' wide x 30" high .....		\$23.00	\$34.00	
<b>UNDRAPED DISPLAY COUNTER -</b>				
8' long x 2' wide x 42" high .....		\$29.00	\$40.00	
6' long x 2' wide x 42" high .....		\$27.00	\$38.00	
4' long x 2' wide x 42" high .....		\$25.00	\$36.00	
<b>COCKTAIL TABLES</b>				
30" Tall .....		\$25.00	\$30.00	
42" Tall .....		\$30.00	\$35.00	
Cocktail Table Linen .....		\$30.00	\$40.00	
<b>BOOTH CHAIRS - PADDED .....</b> (Use with 30" table)		\$24.00	\$30.00	
<b>BOOTH CHAIRS - FOLDING .....</b> (Use with 30" table)		\$18.00	\$22.00	
<b>PADDED STOOL - W/BACK .....</b> (Use with 42" table)		\$35.00	\$42.00	
<b>CARPET RENTAL</b>				
Single Booth .....		\$89.00	\$99.00	
Double Booth .....		\$169.00	\$199.00	
Triple Booth .....		\$259.00	\$299.00	
<b>CARPET PADDING</b> (Per Square Foot) .....		\$1.00	N/A	
<b>**Carpet Padding must be requested 10 days prior to show opening. No floor orders will be accepted.**</b>				
<b>Custom or bulk carpet upon request. 4 week advanced notice required. Call for Quote!!</b>				
<b>FLOOR EASEL .....</b>		\$17.00	\$21.00	
<b>WASTE BASKET .....</b>		\$9.00	\$14.00	
<b>Miscellaneous Equipment or Services ..</b>				

Lessee personally guarantees full payment by the company or corporation, above named will be personally obligated to pay this amount.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In the event of the refusal or failure to pay said balance on or balance owing under this contract, Cenaiko Expo, Inc. may without notice exercise all of the rights & remedies under any applicable MN law. Customer further agrees to pay all cost & expenses including reason- able attorney's fees & cost in the collection of any amount not paid when due, together with maximum interest allowed by law.

The above rental prices are for the duration of the show and include delivery, installation and removal except where specified or otherwise agreed upon by both parties.

**Cancellation or changes:** Items ordered and delivered to booth but subsequently cancelled will be invoiced at **50%** of above charges to cover labor involved. Draped tables will be invoiced at 100% of the draping charge, but table will not be charged.

### SALES TAX STATUS

**\*All rental items are taxable at the applicable city/state tax rate of the location of the event. Labor in some states is taxable.**

**If your organization is non-profit and tax exempt, we must have a copy of your Tax Exemption Certificate in advance of the event, or we must include the applicable tax on the invoice. The Tax Exemption Certificate must be from the state in which the event is held. Tax Exemption Certificates from another state cannot be accepted.**

FIN # 41-0918149

TOTAL RENTAL ..... \_\_\_\_\_

\_\_\_\_\_ % SALES TAX \_\_\_\_\_

**TOTAL INVOICE ..... \$ \_\_\_\_\_**

\*PAYMENT must accompany all advance orders. All floor orders are C.O.D

**\*\*PLEASE RETURN THE CREDIT CARD FORM WITH YOUR ORDER**

# **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 ([shipping@cenaikoexpo.com](mailto:shipping@cenaikoexpo.com)) 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 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.	Rate Per Cwt (100lbs)	Estimate/ Actual Weight	Total Charge (Rate x Lbs.)
<b>INBOUND: Warehouse Advance Shipments:</b> Storage at Advance Warehouse. Delivery to show site & placement in your booth. Removal & return of empty containers if ordered below.	\$75.00cwt		
<b>OUTBOUND: Returning to Advance Warehouse for Pick-Up:</b> Pickup of freight at your booth and loading onto truck to return to Advance Warehouse for pick-up by your carrier.	\$40.00cwt		
<b>INBOUND: Exhibit Hall Direct Shipments:</b> 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		
<b>Forklift With Driver:</b> Moving of freight for various reasons	\$90.00/per Hour		

**Exhibitor is responsible for completing Bills of Lading and calling freight carriers for in/outbound shipments. Your freight may arrive to the Advance Warehouse as early as 30 days prior to the show date, but no less than 3 days.**

**Total Freight Charges:** \$ \_\_\_\_\_

\*Charges will be adjusted based on estimated weight vs. actual weight and all services that were provided.\*

**\*\*\*OUTBOUND FREIGHT WILL BE PICKED UP AT: (circle one) SHOW SITE ADVANCED WAREHOUSE**

EVENT/SHOW NAME: Minnesota Fall Bridal & Wedding Expo

EXHIBITOR BOOTH NUMBER: \_\_\_\_\_ EVENT/SHOW DATE: November 10th, 2024

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

EXHIBITOR/COMPANY ADDRESS: \_\_\_\_\_

CREDIT CARD NUMBER: **\*\*\*Please note! We only accept Visa, Mastercard and American Express\*\*\***

\_\_\_\_\_ Exp. Date: \_\_\_\_\_ Sec Code: \_\_\_\_\_ Billing Zip: \_\_\_\_\_

Authorized By: (please print) \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email for Receipt: \_\_\_\_\_

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.



**Minnesota Fall Bridal & Wedding Expo**  
**Gangelhoff Arena St. Paul, MN**  
**November 10<sup>th</sup>, 2024**

**DRAYAGE INFORMATION & SHIPPING INSTRUCTIONS**

Cenaiko Expo has been contracted to handle all Advance Warehouse and Material Handling needs for the Minnesota Fall Bridal & Wedding Expo at The Gangelhoff Arena in St. Paul, MN. 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 Tuesday November 5<sup>th</sup>, 2024 which is 10 business days prior to booth set-up on Sunday November 10<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 [shipping@cenaikoexpo.com](mailto:shipping@cenaikoexpo.com) 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.**  
**(Bridal & Wedding 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 Friday November 8<sup>th</sup>!**  
Label shipments as follows:  
**SHIP TO: Gangelhoff Arena at Concordia University/Cenaiko Expo**  
**(Bridal & Wedding Expo)**  
**(Name of Company Exhibiting and Booth #)**  
**235 Hamline Ave. N**  
**St. Paul, MN 55104**
- 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 not 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

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9697 East River Road NW  
Coon Rapids, MN 55433

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**\*\*US FUNDS ONLY\*\***

### Credit Card Authorization Form

I, \_\_\_\_\_ of \_\_\_\_\_  
Print Cardholder Name Print Company Name Booth #

Hereby authorize Cenaiko Expo to debit my:

MASTERCARD VISA AMEX \*\*Sorry, we do not accept Discover\*\*

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ CVV Code \_\_\_\_ (3-digit security code located on back of card)

In the amount of \$ \_\_\_\_\_

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#### All information below is required to process your payment!

\_\_\_\_\_  
Street Billing Address

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

\_\_\_\_\_  
Authorized Users Name Phone Number

\_\_\_\_\_  
Email Address for receipt Date