



Pittsburgh Gift Show  
Aug. 7<sup>th</sup> – 9th, 2010  
Monroeville Convention Center  
Monroeville, PA

## **ORDER FORMS RECAP**

COMPANY NAME: _____
CONTACT: _____
BOOTH #'S: _____
BALANCE DUE: _____

**Please submit forms to:**            **Pittsburgh Gift Show**  
   **100 Bickford Street**  
   **Rochester, NY 14606**  
   **OR Fax: 585.458.1511**

- EXHIBITOR INFORMATION** – For your records
- DIRECTORY AD FORM** – Complete & return
- COUPON FORM** – If participating, complete & return
- I.D. SIGN FORM** – Complete & return
- EXHIBITOR BADGE FORM**- Complete & return
- PROMOTIONAL PROGRAMS FORM** – If participating complete & return
- FABULOUS PRIZES FORM**–If participating complete & return
- ELECTRIC ORDER FORM** – Complete & return with payment
- DRIVING DIRECTIONS**-For your reference
- HOTEL** – Call Double Tree Hotel directly if needed  
   **\*\*more information coming soon (412-373-7300)**
- FLOOR PLAN** – For your records



## **EXHIBITOR INFORMATION**

- SHOW DATES:** \*\*FRIDAY - SATURDAY March 4-6, 2011
- SHOW LOCATION:** Monroeville Convention Center, 209 Mall Boulevard, Monroeville, PA 15146
- SHOW FEE/ DEPOSIT:** Deposit of ½ total cost of booth must be returned to reserve booth space.
- BOOTH FEE:** FIRST 10' x 10' BOOTH - \$690.00 Each additional 10' x 10' booth - \$565.00
- SERVICES:** All electric must be ordered through and paid to the Monroeville Convention Center. The services order form (electric, etc.) is enclosed. **PLEASE RETURN THIS FORM DIRECTLY TO MONROEVILLE CONVENTION CENTER WITH PAYMENT.** Electric must be paid for before the first day of the show.
- SHOW HOURS:** Friday: 10:00 AM – 8:00 PM \*\*BUYER RECEPTION IS FROM 5:30PM-7:30PM  
\*Note new days & times!! Saturday: 9:00 AM – 5:00 PM  
Sunday: 9:00 AM – 4:00 PM  
\*Early packers will forfeit future display privileges
- SET-UP:** The Monroeville Convention Center will be open for setup 8:00 AM – 6:00 PM WEDNESDAY & THURSDAY. Show opens at 10:00 AM FRIDAY. All booths must be setup by this time.
- PACKAGE INCLUDES:** Each booth is 10'W x 10'D and will consist of the following: 2-TABLES, 2-RISERS, 8' HIGH BACKDRAPE, 8' HIGH SIDERAILS, 1-CHAIR. Tables will be covered & skirted. Risers are not covered.  
**\*\*ADDITIONAL TABLES / FURNINSHINGS WILL BE AVAILABLE FOR RENT BY THE MONROEVILLE CONVENTION CENTER**
- SHIPMENTS:** Shipments should be sent to THE MONROEVILLE CONVENTION CENTER (Service Contractor for the show). They will receive your shipment and place it in your booth. See MCC Services order form for details & fees.

### **SHIPMENTS MUST NOT ARRIVE BEFORE MARCH 2, 2011**

All shipments sent to The Events Center must be sent **PREPAID** and **LABELED AS FOLLOWS:**

<p>EXHIBITING COMPANY AND BOOTH # PGH GIFT SHOW MONROEVILLE CONVENTION CENTER 209 MALL BOULEVARD MONROEVILLE, PA 15146</p>
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PittsburghGift Show  
100 Bickford Street  
Rochester, NY 14606

Phone: (585) 254-2580  
Fax: (585) 458-1511  
[www.pittsburghgiftshow.com](http://www.pittsburghgiftshow.com)



2695 East Henrietta Road ♦ Henrietta, NY 14467 ♦ (585) 334-4000 ♦ Fax (585) 334-3005 www.fairandexpoctr.com

# Electrical Order Form

**Please Mail or Fax this form Directly to the Fair & Expo Center to the Fair & Expo Center**

Show: \_\_\_\_\_  
 Date(s): \_\_\_\_\_  
 Order Deadline: \_\_\_\_\_

QTY	ELECTRICITY NEEDED:	ADVANCED FLOOR PRICE	PRICE	TOTAL \$ AMT
_____	500 Watts 120 Volts	\$35.00	\$40.00	_____
_____	1000 Watts 120 Volts	\$50.00	60.00	_____
_____	2000 Watts 120 Volts	\$60.00	\$70.00	_____
_____	3000 Watts 120 Volts	\$70.00	\$80.00	_____
_____	4000 Watts 120 Volts	\$80.00	\$90.00	_____
_____	5000 Watts 120 Volts	\$90.00	\$100.00	_____
_____	Single Phase 208, 240 Volts	\$3.00/amp		_____
_____	Three Phase 208, 240 Volts	\$4.00/amp		_____
_____	150 Watts spotlight on 8' standard clamp on swivel - Socket installed & connected	\$25.00	\$30.00	_____

Please make Check or Money Order payable to the **Monroe County Fair**. Credit Cards (**Visa & MasterCard ONLY**)

Name on Card exactly as it appears: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

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

Special Requirements: \_\_\_\_\_

The Dome Center does not furnish extension cords without a \$30.00 deposit per cord. Rental of extension cords are available on a daily basis at a rate of \$5.00 per day. Maximum load per outlet shall not exceed the above amounts. All wiring and other electrical installations, motors, etc. must be approved to prevent overloading of circuits. Exhibitors shall not be permitted to add wattage, except upon ordering same.

Connections required from outlets to equipment shall be at time and material rate. Any outlet requiring 24-hour service shall be at above rates plus 50% additional. Special electrical runs will be charged on a time and material basis.

All questions on billing must be settled prior to opening date of show. No credits are issued after closing date.

Name of Firm: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Please mark (x) locations of electrical outlets on this diagram of the booth.



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# COUPON FORM

**DEADLINE: February 11, 2011**

EXHIBITING COMPANY \_\_\_\_\_

BOOTH NUMBER(S): \_\_\_\_\_

THE PITTSBURGH GIFT SHOW WILL OFFER COUPONS TO ALL BUYERS THAT ATTEND THE SHOW. IF YOU WOULD LIKE TO PARTICIPATE IN THIS, PLEASE FILL OUT THIS FORM AND RETURN BY February 11th, 2011.

PLEASE BE BRIEF IN THE DESCRIPTION OF YOUR DISCOUNT OFFER. SOME EXAMPLES ARE SHOWN BELOW. HOWEVER, YOU MAY CREATE YOUR OWN DISCOUNT. YOU ARE ALLOWED A TOTAL OF 40 CHARACTERS SPACES.

-----  
Line 1: ( 20 SPACES)

-----  
Line 2: ( 20 SPACES)

**EXAMPLES: \$50.00 Discount on \$500.00 order / OR 50% Off Shipping for \$500.00 Order**

Please return to: Pittsburgh Gift Show      or fax to: (585) 458-1511  
100 Bickford Street  
Rochester, NY 14606

Phone: (585) 254-2580      E-mail: [GiftShows@CoralProductions.com](mailto:GiftShows@CoralProductions.com)  
[www.pittsburghgiftshow.com](http://www.pittsburghgiftshow.com)



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## DIRECTORY PAGE ORDER FORM

**DEADLINE: February 11, 2011**

**EACH COMPANY EXHIBITING WILL BE LISTED IN THE BUYER DIRECTORY. PLEASE COMPLETE THE FORM BELOW EXACTLY AS YOU WOULD LIKE YOUR CONTACT INFORMATION LISTED.**

**IF NO DIRECTORY ORDER FORM IS TURNED IN, SHOW MANAGEMENT WILL LIST ONLY YOUR COMPANY NAME, ADDRESS & PHONE NUMBER WITH THE INFORMATION WE HAVE ON RECORD.**

**EXHIBITING COMPANY:** \_\_\_\_\_

**BOOTH # :** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

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

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**PRODUCT DESCRIPTION:** \_\_\_\_\_

Please return to: Pittsburgh Gift Show  
100 Bickford Street  
Rochester, NY 14606

E-mail: [GiftShows@CoralProductions.com](mailto:GiftShows@CoralProductions.com)

or fax to: (585) 458-1511

Phone: (585) 254-2580

[www.pittsburghgiftshow.com](http://www.pittsburghgiftshow.com)



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## EXHIBITOR BADGE FORM

DEADLINE: February 18, 2011

### EXHIBITOR BADGES

Exhibitor badges will be available at the show office during set-up hours.  
Please be sure to pre-order badges.

PLEASE PRINT

COMPANY NAME:

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

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## **EXHIBITORS:**

### **LOOKING FOR A GREAT WAY TO BRING BUYERS DIRECTLY INTO YOUR BOOTH?**

Take advantage of the daily  
**“FABULOUS PRIZES”**  
drawings, held each day  
throughout the show.  
Your company name and the  
product will be broadcast over  
the PA System and featured  
on our prize listing in the  
Buyer Brochure

**The winning Buyer will be handed your business card and  
be directed to your booth to collect their prize!**  
*A great lead-in to more sales!*

You may participate as many times & days as you would like.

**YES, we would like to contribute merchandise to the FABULOUS PRIZES drawing!**  
Exhibiting Company Name & product(s):

---

How many days and/or number of times per day would you like to participate?

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Please call with any questions.

Patti Cartwright  
100 Bickford Street  
Rochester, NY 14606

Phone: 585-254-2580  
Fax: 585-458-1511  
GiftShows@CoralProductions.com



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## PROMOTIONAL PROGRAMS

**PARTICIPATION WILL INCREASE YOUR BOOTH TRAFFIC!!**

**\*\*\*\*\*THESE ITEMS WILL BE ORDERED BASED UPON YOUR REQUESTS.\*\*\*\*\***

**\*\*\*\*\*IT IS IMPERATIVE THAT YOU NOTIFY US BY February 1, 2011\*\*\*\*\***

**This is included in your package price!**

### DIRECT MAIL MATERIALS

BUYER INVITATIONS - Each exhibiting company can receive, free of charge, postcards to mail to your customers

BUYER STICKERS - Each exhibiting company can receive, free of charge, promotional stickers that can be used to promote your participation in the show. They can be adhered to any kind of correspondence, bills, envelopes etc.

**The US Trade Show Bureau reports that the highest percentage of buyers attend shows because of exhibitor invitations.**

EXHIBITING COMPANY: \_\_\_\_\_

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

BUYER POSTCARDS (Deadline July 16th, 2010)                      Quantity needed \_\_\_\_\_

BUYER STICKERS (Deadline: July 16th, 2010)                      Quantity needed \_\_\_\_\_

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