

# Exhibitor Furniture & Accessories Order Form



<b>Name of Show:</b>	<i>Name of Show</i>
<b>Date of Show:</b>	<i>Date of Show</i>

Payment in full must accompany your advance order to qualify for Advance Rates. Deadline Date is **(Date)**. Orders without payment, orders received after the Deadline Date, or orders placed at the exhibit site will be charged the Show Rates. All payments should include sales and/or use taxes, as indicated. All payments must be made in U.S. funds.

Qty.	Description	Adv. Rate	Show Rate	Total
<b>ROUND TABLES</b>				
	36" x 30" Tall, Plain	\$0.00	\$0.00	
	Table Cloth To Floor	\$0.00	\$0.00	
	36" x 40" Tall, Plain	\$0.00	\$0.00	
	Skirt or Table Cloth To The Floor	\$0.00	\$0.00	
<b>OBLONG TABLES (With Skirt &amp; Cover)</b>				
	3'L x 30"W x 30"H	\$0.00	\$0.00	
	4'L x 30"W x 30"H	\$0.00	\$0.00	
	5'L x 30"W x 30"H	\$0.00	\$0.00	
	6'L x 30"W x 30"H	\$0.00	\$0.00	
	8'L x 30"W x 30"H	\$0.00	\$0.00	
	8'L x 18"W x 30"H	\$0.00	\$0.00	
	2 <sup>nd</sup> Level Bar Tier for 6' Table	\$0.00	\$0.00	
	If Skirt/Cover Not Needed, Deduct	\$0.00	\$0.00	
	Switch Skirt/Cover To Different Table		\$0.00	
Draping for tables and counters includes white vinyl top and pleated skirt on three sides.				
<b>Linen Color Choice:</b>				
<input type="checkbox"/> Gold <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Dk. Green				
<b>OPTIONAL 4<sup>th</sup> SIDE DRAPED</b>				
	Feet @ Per Foot Cost	\$0.00	\$0.00	
<b>CANCELLATION/REFUND POLICY: Items cancelled after move-in will be charged 50% of original price. No refunds or credit will be given after the close of the event regardless of usage.</b>				

Qty.	Description	Adv. Rate	Show Rate	Total
<b>SEATING</b>				
	Plastic Contoured	\$0.00	\$0.00	
	Padded Wood Black	\$0.00	\$0.00	
	Stool	\$0.00	\$0.00	
<b>ACCESSORIES</b>				
	Adjustable Easel	\$0.00	\$0.00	
	Stanchions, Plastic w/Chain	\$0.00	\$0.00	
	Stanchions - Chrome	\$0.00	\$0.00	
	4' Display Tiers	\$0.00	\$0.00	
	Spotlight on Pole	\$0.00	\$0.00	
	20 Gal. Trash Can	\$0.00	\$0.00	
	4' x 8' Tack Boards	\$0.00	\$0.00	
	Table Leg Extensions	\$0.00	\$0.00	
	Skirt for 42" Tall Table	\$0.00	\$0.00	
<b>ARTIFICIAL GREENERY</b>				
	7' Ficus Tree	\$0.00	\$0.00	
<b>FLOOR COVERINGS</b>				
<b>Grey Carpet Sections:</b>				
	9' x 10'	\$0.00	\$0.00	
	9' x 20'	\$0.00	\$0.00	
	9' x 30'	\$0.00	\$0.00	
<b>Turf Sections: (Select Color)   <input type="checkbox"/> Green   <input type="checkbox"/> Black</b>				
	12' x 10'	\$0.00	\$0.00	
	12' x 20'	\$0.00	\$0.00	
	12' x 30'	\$0.00	\$0.00	
<b>Total All Items Ordered</b>				<b>\$</b>
<b>6.25% Sales / Use Tax</b>				<b>\$</b>
<b>Total Amount Enclosed</b>				<b>\$</b>

Please complete Credit Card Authorization & Payment Information form and return along with this order. Thank you.

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purchase Order # \_\_\_\_\_ Booth # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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