

Trade Show and Event Decorating Service

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

If your company requires additional booth equipment beyond equipment already provided, please complete this form and fax or Email to Convention Makers, Inc. Contact your show promoter if you have any questions concerning exactly what is provided in your booth space.

EVENT NAME _____

EVENT LOCATION _____

YOUR COMPANY _____

YOUR EMAIL _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

Email Form To: NCConventions@aol.com
PHONE: (828) 215-2254

MAILING ADDRESS: (No Freight)

PO Box 1075
Morganton, NC 28680

AUTHORIZED CREDIT CARD PAYMENT

Card TYPE: () VISA () MC () AMX Security Code

Card #

EXPIRATION ____/____/____ **CREDIT CARD FEES:**
3% Processing Fee
\$50.00 Dishonored Card Fee

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

ORDERED BY _____ PRINT

ORDERED BY _____ SIGNATURE

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		25
4' Regular 29" tall Skirted 3 sides		40
4' Regular 29" tall Skirted 4 sides		50
6' Regular 29" tall Plain		30
6' Regular 29" tall Skirted 3 Sides		45
6' Regular 29" tall Skirted 4 Sides		60
7' Regular 29" tall Plain		35
7' Regular 29" tall Skirted 3 Sides		50
7' Regular 29" tall Skirted 4 Sides		65
4' Raised 42" tall Plain		35
4' Raised 42" tall Skirted 3 Sides		60
4' Raised 42" tall Skirted 4 Sides		60
6' Raised 42" tall Plain		40
6' Raised 42" tall Skirted 3 Sides		65
6' Raised 42" tall Skirted 4 Sides		75
7' Raised 42" tall Plain		45
7' Raised 42" tall Skirted 3 Sides		70
7' Raised 42" tall Skirted 4 Sides		75
36" Round 29" tall Plain		30
36" Round 29" tall Skirted		45
36" Round 42" tall Plain		30
36" Round 42" tall Skirted		50
48" Round Plain		35
48" Round Skirted		50
60" Round Plain		40
60" Round Skirted		70

Seating	QTY	\$ ea.
Folding Chairs		5
Tall Bar Stools		15
Tall Bar Chairs		25

Table Risers	QTY	\$ ea.
4' Risers		15
6' Risers		20
8' Risers		20

Velcro Display Boards	QTY	\$ ea.
Table Top Model		250
10' Floor Standing		350

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		75
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Booth Carpet Per 10' section		100
Booth Cleaning Per 10' section / per day		40
Change Drape Color Preferred Color ()		25
Table Cloth		5
Table Skirt		15
Extension Cords		25
Multi Plug Cords		25

PAYMENT CALCULATION SECTION

Line Item Totals	= \$ _____
Add 20% for any ON-SITE Orders	= \$ _____
SUB-TOTAL	= \$ _____
+ 7.00% NC SALES TAX	= \$ _____
+ 3% Credit Card Processing Fee	= \$ _____
GRAND TOTAL DUE	= \$ _____

Please note that all orders should be received by Convention Makers Prior to decorator set up date complete with total payment. All equipment is for rental only. By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. Additional equipment may be rented on site, based on availability, at 20% mark-up. Convention Makers, Inc. will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied equipment. ALL INVOICES NOT PAID WITHIN 30 DAYS WILL INCUR A 15% LATE CHARGE PER MONTH.

FREIGHT SERVICE FORM

If you require Freight Handling Service, please complete all information on this form and Email to address
EACH PACKAGE MUST be labeled with your COMPANY NAME and SHOW NAME.

EVENT NAME _____
 EVENT LOCATION _____
 YOUR COMPANY _____
 YOUR EMAIL _____
 PHONE _____ FAX _____
 SHOW DATE _____ BOOTH # _____

Email Form To: NCConventions@aol.com
PHONE: (828) 215-2254

SHIP FREIGHT TO: (No Mail)
CONVENTION MAKERS, INC.
 150 Westside Drive, Asheville, NC 28806

MAILING ADDRESS: (No Freight)
PO Box 1075
Morganton, NC 28680

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE: () VISA () MC () AMX Security Code

Card # _____

ORDERED BY _____ PRINT
 ORDERED BY _____ SIGNATURE

EXPIRATION ____/____/____ CREDIT CARD FEES:
 3% Processing Fee
 \$50.00 Dishonored Card Fee

INCOMING FREIGHT

WILL YOU REQUIRE OUTGOING FREIGHT SERVICE?

CARRIER _____
 APPROXIMATE # of PIECES _____
 APPROXIMATE WEIGHT _____

YES NO

CARRIER _____
 CARRIER PHONE # _____

CARRIER ACCOUNT NUMBER (DIFFERENT THAN YOUR CREDIT CARD #)

OF PIECES / WEIGHT _____ / _____ lbs.

COST = \$0.40 PER POUND - \$80.00 MINIMUM
SPECIAL LATE DELIVERY = \$75.00 ONE TIME CHARGE

COST = \$0.40 PER POUND - \$80.00 MINIMUM

ANY MATERIALS REQUIRING UNPACKING WILL BE BILLED AT PREVAILING LABOR RATE

ANY MATERIALS REQUIRING PACKING OR TAPING WILL BE BILLED AT PREVAILING LABOR RATE

OUTBOUND SHIP-TO ADDRESS

COMPANY NAME _____ CONTACT _____ PHONE _____
 SHIP-TO _____

FORKLIFT SERVICE: Will you require forklift service? WAREHOUSE = \$ 50.00
 SHOW SITE = \$ 150.00
 CONVENTION MAKERS RESERVES THE RIGHT TO UTILIZE
 A FORKLIFT TO SAFELY HANDLE FREIGHT IF WE DEEM NECESSARY-AT YOUR EXPENSE

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials are properly packed and labeled, with accompanying waybill, and **INSURED** prior to shipping or removal from show floor. Please ship freight to arrive at Convention Makers receiving facility **3 to 10 working days prior** to decorator set up, or contact us concerning expected arrival date if this is not possible. Thank you.

Freight Total \$ _____ 3% Card Fee \$ _____ Grand Total \$ _____

RUSH: EXHIBIT MATERIALS

Ship To: **ADVANCED WAREHOUSE ADDRESS**

CONVENTION MAKERS, INC.

**150 Westside Drive
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

EVENT NAME

EVENT DATE: _____

Your Company Name

BOOTH #: _____

ATTN: _____

PHONE #: _____

Cut Here

RUSH: EXHIBIT MATERIALS

Ship To: **ADVANCED WAREHOUSE ADDRESS**

CONVENTION MAKERS, INC.

**150 Westside Drive
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

EVENT NAME

EVENT DATE: _____

Your Company Name

BOOTH #: _____

ATTN: _____

PHONE #: _____

Cut Here

Cut Here

RUSH: EXHIBIT MATERIALS

Ship To: **ADVANCED WAREHOUSE ADDRESS**

CONVENTION MAKERS, INC.

**150 Westside Drive
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

EVENT NAME

EVENT DATE: _____

Your Company Name

BOOTH #: _____

ATTN: _____

PHONE #: _____

Cut Here

RUSH: EXHIBIT MATERIALS

Ship To: **ADVANCED WAREHOUSE ADDRESS**

CONVENTION MAKERS, INC.

**150 Westside Drive
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

EVENT NAME

EVENT DATE: _____

Your Company Name

BOOTH #: _____

ATTN: _____

PHONE #: _____