

SUNBELT CONVENTION SERVICES INC.
409 Collins Street, Little Rock, Arkansas 72202
 Phone: (501) 244-9955 Fax: (501) 244-9995 e-mail: sunbelt4U@sbcglobal.net

EXHIBITOR RENTAL FORMS

Please include appropriate order form (s) and payment form with your order. Sales Tax must be included with full payment for order to be processed

TABLE WITH SKIRTING

(Includes table with white vinyl top/skirted three sides)

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table w/ skirting	\$35.00	\$30.00	_____
_____	6' Table w/skirting	\$40.00	\$35.00	_____
_____	8' Table w/ skirting	\$45.00	\$40.00	_____
_____	Raise Table 42"	\$30.00	\$25.00	_____
_____	Skirting Only	\$4.00/ft	\$3.00/ft	_____

PLEASE INDICATE COLOR PREFERENCE:

Beige Black Blue Burgundy Gold Green Grey Purple Red Teal White

TABLE ONLY

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table	\$17.00	\$12.00	_____
_____	6' Table	\$20.00	\$15.00	_____
_____	8' Table	\$22.00	\$17.00	_____

CARPETING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	10 x 10	\$75.00	\$60.00	_____
_____	10 x 20	\$120.00	\$90.00	_____
_____	10 x 30	\$150.00	\$120.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$3.50ft

CARPET PADDING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	9x10	\$60.00	\$40.00	_____
_____	9x20	\$80.00	\$60.00	_____

PLEASE INDICATE COLOR PREFERENCE: Beige Black Blue Burgundy Green Grey Red

_____ **BOOTH CLEANING** Includes: vacuum carpet/empty wastebasket . Carpet cleaned when delivered to booth. Additional daily carpet cleaning at a cost of \$20.00 per day per 10 x 10.

\$ 20.00 per day x _____ days = \$ _____

Call Sunbelt for quote on bulk carpet cleaning

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SPECIALTY ITEMS

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Folding Chair	\$10.00	\$ 5.00	_____
_____	Padded Chair	\$25.00	\$15.00	_____
_____	Stool w/ back	\$45.00	\$25.00	_____
_____	Easel	\$15.00	\$10.00	_____
_____	Wastebasket	\$10.00	\$ 5.00	_____
_____	6' Table Top Riser	\$15.00	\$10.00	_____
_____	8' Table Top Riser	\$17.00	\$12.00	_____
_____	40" H Cocktail Table	\$30.00	\$20.00	_____
_____	3' High Masking Drape	\$3.00/ft	\$2.00/ft	_____
_____	8' High Masking Drape	\$4.00/ft	\$3.00/ft	_____
_____	30" Round table/skirt	\$35.00	\$30.00	_____
_____	3' Silk Ficus Plants	\$30.00	\$20.00	_____
_____	6' Silk Ficus Plants	\$40.00	\$30.00	_____

DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COST PLUS RENTAL FEES

FREIGHT HANDLING

SHIP ALL FREIGHT TO:

SUNBELT CONVENTION SERVICES, 409 COLLINS STREET, LITTLE ROCK, ARKANSAS 72202

COMPANY NAME _____ BOOTH # _____

NAME OF SHOW _____

RATES AND SERVICES

Please Estimate and Circle inbound weight per shipment:

Up to 200 lbs _____	\$50.00
201-300 lbs _____	\$75.00
301-400 lbs _____	\$100.00
401-500 lbs _____	\$125.00
501-750 lbs _____	\$150.00
751-1000 lbs _____	\$200.00
1001-1250 lbs _____	\$250.00
1251-1500 lbs _____	\$300.00
1501-2000 lbs _____	\$400.00
2000 lbs and over _____	\$20.00 per 100 lbs

Sunbelt will receive, store, deliver to booth on installation day, remove, store and return empty containers, remove shipment from booth, and deliver to loading area of Exhibit Hall, where shipment will be loaded on common carrier's trucks. All shipments must arrive at least seven days prior to show date. Late shipments may be subject to 25% additional handling charge. In addition to the above quoted rates, additional charges will be made for special trips or handling of shipments arriving after initial installation date, or shipments arriving at show site after scheduled set-up times. When move-in or move-out times are scheduled during overtime hours due to circumstances beyond the control of Sunbelt, an additional 25% of the total will be applied.

INSURANCE: Sunbelt will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation of moving such materials. You agree to hold Sunbelt from responsibility for concealed and/or apparent damage to uncrated or unskidded materials.

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SET-UP AND DISMANTLE LABOR ORDER

SERVICE A: SUNBELT SUPERVISION

_____ Sunbelt is authorized to erect our display prior to our arrival for a period of _____ hours, employing _____ laborers. Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt. We understand that all work will be done on straight time when possible. Sunbelt will contact our representative for instructions in the event of shortage in shipment or damage. Shipping information will be sent to Sunbelt.

_____ We authorize the same service to dismantle and pack our display for a period of _____ hours, employing _____ laborers. Instructions for shipping, address, and bill of lading will be left at the Sunbelt Service Desk prior to closing of event.

RATES

STRAIGHT TIME _____ \$40.00 PER HOUR
OVERTIME _____ \$60.00 PER HOUR
(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY, SUNDAY, AND HOLIDAYS) NOTE: STARTING TIME FOR ALL LABOR IS 8:00 A.M. – ONE HOUR MINIMUM PER LABORER

SERVICE B: EXHIBITOR SUPERVISION

_____ We request _____ laborer(s) to erect our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date) _____ at (time) _____ a.m./p.m., for a period of _____ hours.

_____ We request _____ laborer(s) to dismantle and pack our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date) _____ at (time) _____ a.m./p.m., for a period of _____ hours

RATES

STRAIGHT TIME _____ \$30.00 PER HOUR
OVERTIME _____ \$45.00 PER HOUR
(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY AND SUNDAY AND HOLIDAYS) EXHIBITORS MUST COME TO THE SUNBELT DESK TO SIGN IN AND OUT FOR LABORERS

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PAYMENT FORM

Payment in full must accompany each order. All orders are subject to 9.0% Arkansas Sales Tax. To qualify for advance order pricing, payment must be made in our office one week prior to exhibitor set-up date. Any orders received after this time will be processed at floor order prices. Please retain a copy of this payment form as your receipt.

NAME OF SHOW _____ DATE OF SHOW _____

COMPANY NAME _____ BOOTH # _____

BOOTH REPRESENTATIVE _____

COMPANY ADDRESS _____

PHONE _____ FAX _____ E:MAIL _____

METHOD OF PAYMENT: _____ CHECK _____ CREDIT CARD

PLEASE CIRCLE ONE: Visa Mastercard Discover Amex

Account Number : _____ exp date _____

Name of Cardholder: _____

Signature: _____

RENTAL TOTALS \$ _____

FREIGHT HANDLING \$ _____

LABOR SERVICES \$ _____

SUBTOTAL \$ _____

9.0 % tax HS / GARLAND / ARK / \$ _____

TOTAL PAYMENT \$ _____

Please send this payment form, along with payment and appropriate order forms to:
SUNBELT CONVENTION SERVICES, 409 COLLINS ST., LITTLE ROCK, ARKANSAS 72202
PHONE: (501) 244-9955 FAX: (501) 244-9995 E-MAIL: sunbelt4u@sbcglobal.net

THANK YOU FOR YOUR BUSINESS! SUNBELT CONVENTION SERVICES

Revised Jan 2008 hot springs