

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 email to Convention Makers, Inc. Contact your show promoter if you have any questions concerning exactly what is already provided in your booth space.

EVENT NAME _____

EVENT LOCATION _____

YOUR COMPANY _____

YOUR EMAIL _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

Email Form To: ncconventions@gmail.com
PHONE: (828) 215-2254

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 #

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

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/Pegboards _(4x8)		75
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Booth Carpet Per 10' section		100
Carpet Padding Per 10' section		50
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: nconventions@gmail.com

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: nconventions@gmail.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

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INCOMING FREIGHT

CARRIER _____

APPROXIMATE # of PIECES _____

APPROXIMATE WEIGHT _____

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

ANY MATERIALS REQUIRING UNPACKING WILL BE BILLED AT PREVAILING LABOR RATE

WILL YOU REQUIRE OUTGOING FREIGHT SERVICE?

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

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

CONVENTION MAKERS RESERVES THE RIGHT TO UTILIZE SHOW SITE = \$ 150.00

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 \$ _____

LABOR ORDER FORM

If your company requires labor services to install/dismantle your equipment at show site, please complete this form and email to: ncconventions@gmail.com

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INSTALLATION LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

STANDARD LABOR CHARGES
\$75.00/MAN HOUR (STRAIGHT) - \$85.00/MAN HOUR (OVERTIME)

RIGGING LABOR CHARGES
\$150.00/MAN HOUR (STRAIGHT) - \$175.00/MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am to 5:00pm

Any items we deem necessary to complete the task, including but not limited to safety equipment, rigging materials and lift equipment will be added to your final bill.

DISMANTLE LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

STANDARD LABOR CHARGES
\$75.00/MAN HOUR (STRAIGHT) - \$85.00/MAN HOUR (OVERTIME)

RIGGING LABOR CHARGES
\$150.00/MAN HOUR (STRAIGHT) - \$175.00/MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am to 5:00pm

Any items we deem necessary to complete the task, including but not limited to safety equipment, rigging materials and lift equipment will be added to your final bill.

TERMS AND CONDITIONS

Please read below, as you are bound by these terms and conditions once services are rendered, whether you read them or not!

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. Please properly pack, label and INSURE all materials prior to shipping inbound OR outbound. Due to increasingly tight schedules and turn-around times, we occasionally find it necessary to adjust scheduled install/dismantle times to meet other time critical stages of show set up or break down. Convention Makers, Inc. reserves the right to assign additional labor personnel to any order to safely or timely complete the task, at your expense, based on the above pricing schedule. We will do our best to accommodate your requests, but please be patient and understanding when that is not possible. On-site labor orders will be handled on a first-come basis as work load permits, and will be provided after pre-ordered services are completed. Completion of this form and payment in full must be provided PRIOR to any services rendered, or delays might be encountered. Final card processing and emailed receipts will occur after the event concludes to insure proper billing amount. There is a 3% card fee for all credit card orders, and a 20% fee for any returned checks or dishonored card payments.

Sub-Total \$ _____ 3% Credit Card Fee \$ _____ 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 #: _____

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