

DECORATING REQUEST FORM



Produced by: Showcase Events, Inc.
(800) 700-7469

Quantity	Tables	Price	Total Cost	Quantity	ACCESSORIES	Price	Total Cost
	8' with Skirt & Linen	39.00			Carpet (9ft x 10ft)	105.00	
	6' with Skirt & Linen	39.00			Carpet Pad (9ft x 10ft)	57.25	
	4' with Skirt & Linen	39.00			Forklift Unload/Load - per 15 min	25.00	
	Cocktail with Skirt & Linen	39.00			Phone Line -Includes long distance	80.00	
	Chair-stacking	3.00			Masking: 8' (pipe & drape)...per ft.	3.20	
	Bar Stool	6.75			Masking: 3' (pipe & drape)...per ft.	3.20	
					Wastebasket	4.00	
					Easel	16.00	
					Wi-Fi Access t (5mb) (All Event Days)	12.95	
					Class "K" Fire Extinguisher	25.00	

Total Table & Chair Cost

Total Accessories Cost

Quantity	Electric	Price	Total Cost
	Booth Electric - 20 amp	42.00	
	60 amp - 3-phase - 280v	210.00	
	200amp - 3phase - 480v	425.00	

Total Electric Cost

Total Table	<input type="text"/>
Total Chairs	<input type="text"/>
Total Accessories	<input type="text"/>
Total Electric	<input type="text"/>
Amount Due	<input type="text"/>

Exhibitor Information & Payment		Your Booth Number(s)	
Company Name: _____ Contact Name: _____ Address: _____ Phone: _____ Fax: _____ Email: _____	Load In Date: _____ Time _____ Load Out Date: _____ Time _____	Credit Card: VISA _____ MC _____ DISC _____ AMEX _____ Number: _____ Exp.Date: _____ 3 Digit V Code _____	

Payment Policy: Payment in full is required on all advance and floor orders when order is placed. All orders must be received five (5) days before show move-in with payment to use the advance order rates. Late order rates will be charged and must be paid prior to show opening on all orders received without payment.

Cancellation Policy: All orders cancelled after delivery to booth will be charged at 50% of the rental price. Orders must be received five (5) days before the show/convention to guarantee item.

Checks Payable to Visalia Convention Center

Contact: Kari Coleman, Event Services Manager, (559) 713-4068 or Fax: (559)713-4804
Kari.Coleman@visalia.city

Special Comments: _____

Exhibitor's Signature

Date

Print Name