

## 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: [cmi.nc.jc@gmail.com](mailto:cmi.nc.jc@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 <sub>(4x8)</sub>		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 <b>ON-SITE</b> Orders	= \$ _____
<b>SUB-TOTAL</b>	<b>= \$ _____</b>
+ 7.00% NC SALES TAX	= \$ _____
+ 3% Credit Card Processing Fee	= \$ _____
<b>GRAND TOTAL DUE</b>	<b>= \$ _____</b>

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.