

SUNBELT CONVENTION SERVICES INC.
409 Collins Street, Little Rock, Arkansas 72202
 Phone: (501) 244-9955 Fax: (501) 244-9995 e-mail:sunbelt4u@gmail.com

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/ skirt | \$40.00 | \$35.00 | _____ |
| _____ | 6' Table w/skirt | \$45.00 | \$40.00 | _____ |
| _____ | 8' Table w/ skirt | \$50.00 | \$45.00 | _____ |
| _____ | 40"raised Table skirt | \$35.00 | \$25.00 | _____ |
| _____ | Skirting Only | \$5.00/ft | \$4.00/ft | _____ |

PLEASE INDICATE COLOR PREFERENCE:

Beige Black Blue Burgundy Gold Green Grey Navy 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 | \$25.00 | \$20.00 | _____ |
| _____ | 6' Table | \$25.00 | \$20.00 | _____ |
| _____ | 8' Table | \$30.00 | \$25.00 | _____ |

CARPETING

| <u>QUANTITY</u> | <u>ITEM</u> | <u>FLOOR ORDER</u> | <u>ADVANCE ORDER</u> | <u>TOTAL</u> |
|------------------------|--------------------|---------------------------|-----------------------------|---------------------|
| _____ | 10ft x 10ft | \$ 80.00 | \$ 60.00 | _____ |
| _____ | 10ft x 20ft | \$120.00 | \$100.00 | _____ |
| _____ | 10ft x 30ft | \$140.00 | \$120.00 | _____ |

Call Sunbelt for quote on bulk carpet prices. Starting at \$0.40 cents per square foot.

PLEASE INDICATE COLOR PREFERENCE : black/ navy/ blue/ burgundy/ green/grey/red/tuxedo/

CARPET PADDING

| <u>QUANTITY</u> | <u>ITEM</u> | <u>FLOOR ORDER</u> | <u>ADVANCE ORDER</u> | <u>TOTAL</u> |
|------------------------|--------------------|---------------------------|-----------------------------|---------------------|
| _____ | 9x10 | \$50.00 | \$40.00 | _____ |
| _____ | 9x20 | \$70.00 | \$60.00 | _____ |

_____ **BOOTH CLEANING** Includes: vacuum carpet /empty wastebasket. Carpet cleaned when delivered to booth. Additional daily carpet cleaning at a cost of \$.25 cents per square ft .
 \$.25 cents per square ft per day x _____ days = \$_____

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SPECIALTY ITEMS

| <u>QUANTITY</u> | <u>ITEM</u> | <u>FLOOR ORDER</u> | <u>ADVANCE ORDER</u> | <u>TOTAL</u> |
|------------------------|----------------------------|---------------------------|-----------------------------|---------------------|
| _____ | Plastic Folding Chair | \$10.00 | \$ 5.00 | _____ |
| _____ | Padded Chair w/arms | \$30.00 | \$20.00 | _____ |
| _____ | Padded Counter high Stool | \$40.00 | \$30.00 | _____ |
| _____ | Easel | \$15.00 | \$10.00 | _____ |
| _____ | Wastebasket w/liner | \$10.00 | \$ 5.00 | _____ |
| _____ | 6' Table Top Riser | \$15.00 | \$10.00 | _____ |
| _____ | 8' Table Top Riser | \$20.00 | \$15.00 | _____ |
| _____ | 30"banquet Table w/cover | \$40.00 | \$30.00 | _____ |
| _____ | 40"cocktail table w/ cover | \$40.00 | \$30.00 | _____ |
| _____ | 3' High Masking Drape | \$4.00/ft | \$3.00/ft | _____ |
| _____ | 8' High Masking Drape | \$5.00/ft | \$4.00/ft | _____ |
| _____ | Mannequin Torso w/stand | \$50.00 | \$40.00 | _____ |
| _____ | 2ft x 8ft Grid Panels | \$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. | \$ 75.00 |
| 201-300 lbs. | \$ 150.00 |
| 301-400 lbs. | \$ 200.00 |
| 401-500 lbs. | \$ 250.00 |
| 500 lbs.' and over..... | \$ 50.00 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 _____ \$50.00 PER HOUR
OVERTIME _____ \$75.00 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 _____ \$40.00 PER HOUR
OVERTIME _____ \$60.00 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 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 _____ Cell # _____

COMPANY ADDRESS _____ STATE ZIP _____

PHONE _____ FAX _____ E-MAIL _____

METHOD OF PAYMENT: _____ CHECK _____ CREDIT CARD

PLEASE CIRCLE ONE: Visa MasterCard Discover Amex

Account Number: _____ exp date _____

Name of Cardholder: _____ zip w/card _____

Signature: _____ ccv _____

RENTAL TOTALS \$ _____

FREIGHT HANDLING \$ _____

LABOR SERVICES \$ _____

SUBTOTAL \$ _____

10.50 % sales tax / Hot Springs, ar \$ _____

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@gmail.com

ON-SITE SUNBELT/VENDOR USE ONLY:

All services performed by Sunbelt staff and/or all equipment provided by Sunbelt are found to be satisfactory and in good working condition.

Vendor Signature _____ Booth # _____ Date _____