

DECORATING REQUEST FORM



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

OFFICIAL SHOW DECORATOR

Quantity	Tables	Price	Total Cost	Quantity	ACCESSORIES	Price	Total Cost
	8' with Skirt & Linen	\$41.40			Carpet (9ft x 10ft)	\$117.00	
	6' with Skirt & Linen	\$41.40			Carpet Pad (9ft x 10ft)	\$61.80	
	4' with Skirt & Linen	\$41.40			Forklift Unload/Load - per 15 min	\$25.00	
	Cocktail with Skirt & Linen	\$41.40			Phone Line -Includes long distance	\$85.00	
	Chair-stacking	\$3.30			Masking: 8' (pipe & drape)...per ft.	\$3.40	
	Bar Stool	\$7.30			Masking: 3' (pipe & drape)...per ft	\$3.40	
					Wastebasket	\$4.00	
					Easel	\$17.00	
					WI-FI Access t (5mb) (All Event Days)	\$13.90	
					Class "K" Fire Extinguisher	\$25.00	

Total Table & Chair Cost:				
Quantity	Electric	Price	Total Cost	
	Booth Electric - 20 amp	\$46.00		
	60 amp - 3-phase - 280v	\$230.00		
	200amp - 3phase - 480v	\$472.00		
Total Electric Cost:				

Total Accessories Cost:		
TOTAL DECORATOR FEES		
Total Table & Chair Cost:		
Total Accessories Cost:		
Total Electric Cost:		
TOTAL DUE:		

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

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