

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	34.75			Carpet (9ft x 10ft)	87.50	
	6' with Skirt & Linen	34.75			Carpet Pad (9ft x 10ft)	55.00	
	4' with Skirt & Linen	34.75			Phone Line -Includes long distance	67.00	
	Cocktail with Skirt & Linen	34.75			Wireless Internet	7.95	
	Chair-stacking	2.50			Masking: 8' (pipe & drape)...per ft.	2.75	
	Bar Stool	6.00			Masking: 3' (pipe & drape)...per ft.	2.75	
					Wastebasket	3.50	
					Easel	13.50	

Total Table & Chair Cost

Total Accessories Cost

Quantity	Electric	Price	Total Cost
	Booth Electric - 20 amp	34.50	
	60 amp - 3-phase - 280v	170.00	
	200amp - 3phase - 480v	340.00	

Total Electric Cost

Total Table
 Total Chairs
 Total Accessories
 Total Electric
 Amount Due

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

Special Comments: _____

Exhibitor's Signature

Date

Print Name