

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/ skirting	\$40.00	\$35.00	_____
_____	6' Table w/skirting	\$45.00	\$40.00	_____
_____	8' Table w/ skirting	\$50.00	\$45.00	_____
_____	Raise Table 42"	\$35.00	\$25.00	_____
_____	Skirting Only	\$4.00/ft	\$3.00/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	\$20.00	\$15.00	_____
_____	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>
_____	10 x 10	\$ 80.00	\$60.00	_____
_____	10 x 20	\$120.00	\$90.00	_____
_____	10 x 30	\$150.00	\$120.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$4.00per ft.

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 \$.20 cents per square ft .
 \$.20 cents per square ft per day x _____ days = \$ _____

SUNBELT CONVENTION SERVICES INC.
EXHIBITOR RENTAL FORM PAGE 2

SPECIALTY ITEMS

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Folding Chair	\$10.00	\$ 5.00	_____
_____	Padded Chair	\$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" H Cocktail Table	\$40.00	\$30.00	_____
_____	40" H Cocktail Table	\$45.00	\$35.00	_____
_____	3' High Masking Drape	\$3.00/ft	\$2.00/ft	_____
_____	8' High Masking Drape	\$4.00/ft	\$3.00/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

<i>Please Estimate and Circle inbound weight per shipment:</i>	<u>M-F</u>	<u>SAT-SUN</u>
Up to 200 lbs.....	\$ 60.00	\$ 70.00
201-300 lbs.....	\$ 90.00	\$100.00
301-400 lbs.....	\$120.00	\$130.00
401-500 lbs.....	\$150.00	\$160.00
500 lbs.' and over.....	\$ 30.00	\$ 40.00
	per 100 lbs	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.*

SUNBELT CONVENTION SERVICES INC.
EXHIBITOR RENTAL FORM PAGE 3

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 _____ \$40.00 PER HOUR
OVERTIME _____ \$60.00 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 _____ \$30.00 PER HOUR
OVERTIME _____ \$45.00 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

