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

QUANTITY ——————————————————————————————————	(Includes table ITEM 4' Table w/ skirting 6' Table w/skirting 8' Table w/ skirting Raise Table 42" Skirting Only ICATE COLOR PREF	e with white vinyl top/skirt <u>FLOOR ORDER</u> \$40.00 \$45.00 \$50.00 \$35.00 \$4.00/ft ERENCE:	ted three sides) <u>ADVANCE ORDER</u> \$35.00 \$40.00 \$45.00 \$25.00 \$3.00/ft	TOTAL
Beige	Black Blue Burgundy	Gold Green Grey Na	avy Purple Red Teal W	Vhite
		TABLE ONLY		
QUANTITY ———	<u>ITEM</u> 4' Table 6' Table 8' Table	FLOOR ORDER \$20.00 \$25.00 \$30.00	<u>ADVANCE ORDER</u> \$15.00 \$20.00 \$25.00	TOTAL
		CARPETING		_
		FLOOR ORDER \$ 80.00 \$120.00 \$150.00 prices. Starting at \$4.00p ERENCE: black navy blo	ADVANCE ORDER \$60.00 \$90.00 \$120.00 per ft. ue burgundy green grey r	TOTAL
		CARPET PADDING		
QUANTITY ——	<u>ITEM</u> 9x10 9x20	FLOOR ORDER \$50.00 \$70.00	<u>ADVANCE ORDER</u> \$40.00 \$60.00	TOTAL
when delivere	d to booth. Additional o		npty wastebasket. Carpet cost of \$.20 cents per squar	

SUNBELT CONVENTION SERVICES INC. EXHIBITOR RENTAL FORM PAGE 2

SPECIALTY ITEMS

QUANTITY	<u>ITEM</u>	FLOOR ORDER	ADVANCE ORDER	TOTAL
	Folding Chair	\$10.00	\$ 5.00	
	Padded Chair	\$30.00	\$20.00	
	Padded Counter high St	tool \$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		\$3.00/ft	
	Mannequin Torso w/sta		\$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:	<i>M-F</i>	SAT-SUN
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.

<u>INSURANCE</u>: 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 ofhours, employing laborers. Instructions for shipping, address, and bill of lading will be left at the Sunbelt Service Desk prior to closing of event.
<u>RATES</u>
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 MINIMUN PER LABORER
SERVICE B: EXHIBITOR SUPERVISION We requestlaborer(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 ofhours.
<u>RATES</u>
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 INAND OUT FOR LABORERS

SUNBELT CONVENTION SERVICES EXHIBITOR RENTAL FORM PAGE 4

PAYMENT FORM

Payment in full must accompany each order. All orders are subject to Arkansas 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			ВООТН #	
BOOTH REPRESENTATIVE				
COMPANY ADDRESS				
PHONEI	FAX		E-MAIL_	
METHOD OF PAYMENT:	_ CHECK	(CREDIT CARD	
PLEASE CIRCLE ONE: Visa	MasterCard	Discover	Amex	
Account Number:			exp date	
Name of Cardholder:				
Signature:				
RENTAL TOTALS	\$			
FREIGHT HANDLING	\$			
LABOR SERVICES	\$			
SUBTOTAL	\$			
9.5 % tax LR/PULASKI/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

THANK YOU FOR YOUR BUSINESS! SUNBELT CONVENTION SERVICES