

SUNBELT CONVENTION SERVICES INC.
409 Collins Street, Little Rock, Arkansas 72202

Phone: (501) 244-9955

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2025 LITTLE ROCK 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.

FOR ADVANCED ORDER PRICING, THIS ORDER FORM WITH PAYMENT INFORMATION MUST ARRIVE 7 BUSINESS DAYS BEFORE THE VENDOR MOVE IN DATE. IF RECEIVED AFTER THAT DATE THE FLOOR ORDER PRICING WILL BE USED FOR PAYMENT REGARDLESS OF WHAT IS MARKED.

A CREDIT CARD WILL BE REQUIRED ON ALL ORDERS EVEN THOSE PAYING BY CHECK. NO VIRTUAL CREDIT CARDS WILL BE ACCEPTED. NO INVOICES WILL BE ISSUED.

If paying by check, we WILL run the card on file if the check does not clear, the total on the check does not cover the order and for any onsite additions at floor order pricing. All checks must arrive BEFORE the events vendor move in date to secure ADVANCED ORDER PRICING. Checks arriving after the event start date will be charged at floor order pricing and the difference will be charged to the card on file.

TABLE WITH SKIRTING

(Includes table with white vinyl top/skirted on 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 existing table/40"	\$35.00	\$25.00	_____
_____	add Skirting Only	\$5.00/ft	\$4.00/ft	_____

PLEASE CHECK SKIRT COLOR:

White
 Black
 Gold
 Navy
 Gray
 Blue
 Red

(If a color is not selected, show color will be used. Selection of a color is only available on additional tables. Not those provided with event).

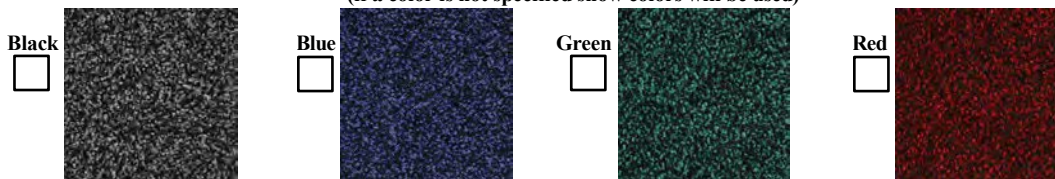
PLAIN TABLE with plastic topper and NO SKIRTING

<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____ 4' Table	\$30.00	\$25.00	_____
_____ 6' Table	\$30.00	\$25.00	_____
_____ 8' Table	\$35.00	\$30.00	_____

CARPETING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	10 x 10	\$85.00	\$65.00	_____
_____	10 x 20	\$130.00	\$110.00	_____
_____	10 x 30	\$150.00	\$130.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$.40 cents per sq ft. PLEASE CHECK COLOR : Black Tuxedo, Red Tuxedo, Green Tuxedo, Blue Tuxedo (if a color is not specified show colors will be used)



BULK & ISLAND CARPETING PRICES STARTING AT \$0.50 PER SQ. FT. FOR 500 SQ. FT. OR ABOVE. ALL CARPET IS 10FT WIDE ONLY

DISCOUNTED RATE \$0.50 SF. / STANDARD (floor price) \$0.70 SF.

MINIMUM BULK CARPET: _____ FT. X _____ FT. = _____ SQ. FT. **TOTAL SF.** _____ X _____ = \$ _____

Special order? Call for cut & lay pricing

CARPET PADDING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	9x10	\$80.00	\$60.00	_____
_____	9x20	\$110.00	\$90.00	_____
_____	9x30	\$130.00	\$110.00	_____

(BULK PADDING AVAILABLE, CALL FOR PRICING)

SPECIALTY ITEMS

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____	Easels	\$30.00	\$20.00	_____
_____	Wastebasket with liner	\$15.00	\$10.00	_____
_____	3' high masking drape	\$3.25/ft	\$2.25/ft	_____
_____	8' high masking drape	\$4.25/ft	\$3.25/ft	_____
_____	2ft x 8ft grid panel	\$40.00	\$30.00	_____
_____	Chrome Stanchion set 6' section	\$45.00	\$40.00	_____
_____	Retractable black stanchion 10' set (2)	\$50.00	\$45.00	_____

**DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COST PLUS RENTAL FEES
OTHER ITEMS AVAILABLE. CALL IF WHAT YOU NEED IS NOT LISTED ON THE ORDER FORMS.**

ALL CANCELLATIONS FOR ITEMS ORDERED MUST BE MADE 5 BUSINESS DAYS BEFORE THE EXHIBITOR MOVE IN DATE TO RECEIVE A FULL REFUND. ITEMS CANCELLED AFTER THE 5 BUSINESS DAYS, BUT THE DAY BEFORE THE EXHIBITOR MOVE IN DATE WILL BE SUBJECT TO A RESTOCKING FEE OF 50% WITH A MINIMUM OF \$50. ANY ITEMS DELIVERED TO THE SHOW SITE (usually 1 - 2 days before vendor move in) OR ITEMS REQUESTED TO BE REMOVED BY THE SHOW REPRESENTATIVE FOR ANY REASON WITHOUT PRIOR CANCELLATION WILL BE CHARGED AT FULL PRICE EVEN IF REFUSED AT BOOTH. PRINTED MATERIALS ARE NOT REFUNDABLE AFTER PROOF APPROVAL.



Retractable Mini table top Banner Stand
Can be used over and over. Easy set-up. Graphics included in price. 11" x 17" \$40.00



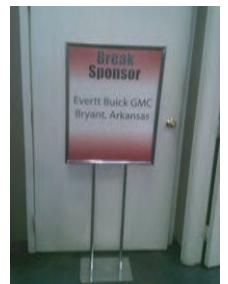
Retractable Banner Stand
Can be used over and over. Easy set-up. Graphics included in price. 32" x 82" Includes Carrying Case \$185.00



Double sided or single sided charging station with customizable signage
RENTAL In black or silver.
Single \$180.00
Double \$250.00



Our 2' x 6' booth horizontal banner can hang on the back of your booth. Single-sided with grommets for hanging. Banner material is heavy duty 13oz. Can be reused over and over. \$95.00



Sign Frame RENTAL with graphics.
Can be single-sided or double-sided.
(1) single - \$60.00
(2) double - \$70.00
rental/advanced order

We have a wide variety of items we can customize including meter panels, banners, floor stickers, counters, displays, walls, booth decor and backdrops for themed shows. We can do all of your printing needs in-house. Give us a call for any special items you may need. We will print and deliver to your booth, so once you approve your order your all set! We also do pillowcase backdrops and graphic walls with advanced orders!

YES!!! WE CAN DO LAST MINUTE ITEMS AND HAVE THEM TO YOU WITHIN HOURS!

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Booth ID Sign 7" x 44" w/hooks(Min. 45 characters)	\$20.00	\$10.00	_____
_____	Table Top	\$60.00	\$40.00	_____
_____	Banner Stand	\$210.00	\$185.00	_____
_____	Booth Banner	\$120.00	\$95.00	_____
_____	Sign Frame (1) with graphics Sign Frame	\$75.00	\$60.00	_____
_____	(2) with graphics	\$85.00	\$70.00	_____
_____	Double Charging Station w/6 ports & two 22" x 28" graphic signs		\$250.00	_____
_____	Single Charging Station w/6 ports & one 22" x 28" graphic sign (contact us for availability of express floor order for this item)		\$180.00	_____

Specialty items (call for details and cost):

<u>QUANTITY</u>	<u>ITEM description</u>	<u>PRICE TBD</u>	<u>TOTAL</u>
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____

All in house graphics and printing available. We can use your artwork or create something for you at no additional charge. Call or email Lorrie to confirm your order and if you will be providing the graphics or if you want her too create something for you. You will receive proofs for your approval before anything is printed. If what you want is not listed here, we can get it! Give us a call for specialized orders. Call Lorrie at 501-244-9955 or email sunbelt4u@gmail.com

Furniture Rentals

<u>QUANTITY</u>	<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____ (1) Armchair with gray padding.....	\$35.00	\$25.00	\$ _____
_____ (2) Armchair with black padding.....	\$35.00	\$25.00	\$ _____
_____ (3) Black leather secretary chair with wheels.....	\$45.00	\$35.00	\$ _____
_____ (4) Cocktail table 30" (high or low)	\$45.00	\$35.00	\$ _____
_____ (5) Gray padded bar stool.....	\$40.00	\$30.00	\$ _____
_____ (6) Couch (choose color) <input type="checkbox"/> Black <input type="checkbox"/> Brown	\$275.00	\$200.00	\$ _____
_____ (7) Loveseat (choose color) <input type="checkbox"/> Black <input type="checkbox"/> Brown	\$200.00	\$125.00	\$ _____
_____ (8) Sofa Chair (choose color) Black Brown	\$125.00	\$75.00	\$ _____
_____ (9) Round Coffee Table.....	\$95.00	\$75.00	\$ _____
_____ (10) Black Executive Chair.....	\$85.00	\$65.00	\$ _____
_____ (11) Black Folding Chair.....	\$10.00	\$ 5.00	\$ _____
_____ (12) Brown Club Chair.....	\$75.00	\$ 60.00	\$ _____

SAVE \$50.00 FOR FULL SET FURNITURE RENTAL
(WHEN YOU RENT - 1 COUCH, 1 LOVESEAT, 1 CHAIR & COFFEE TABLE)

Limited quantities available on some items. Please check the furniture color where indicated. If not checked, Sunbelt will bring what is available (brown or black).
 (Large Furniture may not be available for floor orders. Please check with a Sunbelt Representative)

If you need an item not seen/listed here we may still have it or be able to get it for you. Call us !!!
DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COSTS PLUS RENTAL FEES



BOOTH CLEANING Includes: vacuum carpet/empty wastebasket. Carpet cleaned when delivered to booth. Additional booth cleaning at a cost of \$.25 cents per sq ft per day or \$25.00 per 10 x 10 booth.

\$ 25.00 per day x _____ days of event = \$ _____

SET-UP AND DISMANTLE LABOR RATES PER LABORER

STRAIGHT TIME IS MONDAY - FRIDAY 8:00 AM - 4:00 PM

OVERTIME IS ALL OTHER TIMES OUTSIDE OF THESE HOURS (BEFORE AND AFTER) AND ALL WEEKEND HOURS.
ONE HOUR MINIMUM PER LABORER.

LABOR IN EXCESS OF ONE HOUR (per in/out) IS BILLED IN 1/2 HOUR INCREMENTS.

# LABORERS REQUESTED	LABOR	REGULAR TIME	OVERTIME	TOTAL
_____	EXHIBITOR SUPERVISED INSTALLATION	\$50.00	\$70.00	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$50.00	\$70.00	_____
_____	SUNBELT SUPERVISED INSTALLATION (ok to proceed)	\$60.00	\$85.00	_____
_____	SUNBELT SUPERVISED DISMANTLE	\$60.00	\$85.00	_____

Please fill out the information below for all exhibitor supervised installation or dismantle labor.
Sunbelt supervised times will be kept by the supervisor on duty.

	DATE	START TIME	END TIME	TOTAL HOURS	NUMBER OF LABORERS
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____

Exhibitors must come by to the sunbelt desk to sign in and out for exhibitor supervised laborers. Necessary blueprints instructions to aid in set-up will be forwarded to Sunbelt for Sunbelt supervised labor. All work will be done on straight time when possible. In the event of shortages in shipments or damage Sunbelt will contact the exhibitor for instructions. All instructions for shipping, address, and bill of lading must be left at the Sunbelt service desk or attached to boxes/shipments prior to the event closing.

FORKLIFT/BOOMLIFT RIGGING EQUIPMENT & LABOR

REGULAR TIME 8:00AM to 4:30PM - Monday - Friday

OVERTIME 6:00AM - 8:00AM and 4:30pm - 12:00am Monday Through Friday
6:00AM to 12:00 Midnight Saturday and Sunday

DOUBLE TIME 12:00 midnight to 6:00 AM and Recognized Holidays

	<u>PREORDER</u>	<u>ONSITE ORDER</u>	<u>OVERTIME</u>
BOOMLIFT WITH DRIVER	\$300.00 PER HOUR	\$350.00 ONSITE	\$450.00 OVERTIME
FORKLIFT WITH DRIVER	\$250.00 PER HOUR	\$300.00 ONSITE	\$375.00 OVERTIME

INSTALLATION TIME $\frac{\text{_____} \times \text{_____}}{\text{\# OF FORK/BOOM} \quad \text{\# OF HOURS}} = \frac{\text{_____}}{\text{TOTAL HOURS}} \quad \$ \frac{\text{_____}}{\text{COST ESTIMATE}}$

DISMANTLE TIME $\frac{\text{_____} \times \text{_____}}{\text{\# OF FORK/BOOM} \quad \text{\# OF HOURS}} = \frac{\text{_____}}{\text{TOTAL HOURS}} \quad \$ \frac{\text{_____}}{\text{COST ESTIMATE}}$

SHOW SITE PRICES WILL APPLY TO ALL LABOR AND EQUIPMENT RENTAL ORDERS PLACED AT THE SHOW SITE AND WILL BE SCHEDULED AROUND PREORDERS. ONE HOUR MINIMUM THEN CHARGED IN HALF HOUR INCREMENTS PER INSTALLATION/ DISMANTLE WHICH ARE TWO DIFFERENT ORDERS.

FREIGHT HANDLING

ALL SHIPMENTS MUST ARRIVE AT LEAST SEVEN (7) BUSINESS DAYS PRIOR TO THE SHOW MOVE IN DATE. SHIPMENTS ARRIVING AFTER THIS TIME WILL BE SUBJECT TO THE AFTER DEADLINE FEE. A 25% ADDITIONAL SURCHARGE WILL BE ASSESSED FOR SPECIAL TRIPS, HANDLING SHIPMENTS ARRIVING AT THE WAREHOUSE AFTER THE INITIAL INSTALLATION DATE. IF LATE FREIGHT ARRIVES FOR A EVENT OUTSIDE OF THE LITTLE ROCK AREA, AN ADDITIONAL SPECIAL DELIVERY FEE WILL BE ASSESSED AT THAT TIME FOR DELIVERY. PLEASE CONTACT THE OFFICE FOR COST. **ONCE WE HAVE RECEIVED YOUR FREIGHT IN OUR WAREHOUSE NO REFUNDS WILL BE ISSUED FOR ANY REASON, EVEN IF THE SHOW IS CANCELLED.**

Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage. *Outbound handling is charged separately and consists of removing of material from the booth for reloading onto outbound carriers.*

FREIGHT HANDLING RATES

This is freight handling only! Not shipping rates. Ship prepaid only. Collect shipments will be refused.

RATES ARE BASED ON PER SHIPMENT BASIS. A SHIPMENT IS CONSIDERED FREIGHT RECEIVED FROM ONE SHIPPING ORIGIN ON ONE DAY. EACH SEPARATE DELIVERY IS CONSIDERED A SEPARATE SHIPMENT.

A. SMALL PACKAGES 50 POUNDS AND UNDER --- PER SHIPMENT (SAME DAY, SAME SHIPPER, ARRIVING TOGETHER IN SINGLE DELIVERY/DAY)..... **\$30.00**

ALL RATES BELOW ARE BASED ON INBOUND CWT WEIGHTS ROUNDED TO THE NEXT 100 LBS.

INBOUND MATERIAL HANDLING:

B. CRATED OR SKIDDED SHIPMENTS: INBOUND
ONLY Includes shipments that are loaded and charged by cubic space and/or packed in such a manner as to require additional handling, INCLUDING FedEx and UPS.

Material Handling....\$100 per 100 lbs./\$100 MINIMUM

***All weights rounded up to the nearest 100 lbs. for both inbound and outbound

C. UNCRATED OR LOOSE SHIPMENTS: INBOUND
ONLY Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks. Some shipments may be subject to additional fees. We will contact you if this applies.

Material Handling .. \$125 per 100 lbs./\$125 MINIMUM

FREIGHT RECEIVED AFTER DEADLINE:

ADD \$100 OR 25% OF TOTAL WHICHEVER IS GREATER IF YOUR SHIPMENT WILL NOT ARRIVE 7 BUSINESS DAYS PRIOR TO VENDOR MOVE IN. ***IF RECEIVED AFTER INITIAL VENDOR MOVE IN DATE, YOUR SHIPMENT MAY ARRIVE TO THE BOOTH LATE OR NOT AT ALL, DEPENDING ON SHOW LOCATION. FEES MAY APPLY

ALL Rates applies to shipments arriving in our warehouse 7 business days or more prior to show date Overtime and After deadline shipments will be additional, see below.

PLEASE SHIP TO THE SUNBELT WAREHOUSE ONLY. SHIPMENTS TO THE EVENT CENTER MAY BE REFUSED!!!

OUTBOUND MATERIAL HANDLING:

Outbound Material Handling(must provide a BOL with weight listed or based on incoming weight).....**\$100 per 100 lbs./\$100 MINIMUM**
all weights are rounded up next 100 lbs

- 1) All shipments must be consigned to Sunbelt Convention Services and be received at Sunbelt Convention Services. The convention sites may not receive freight and may refuse shipments. On-site deliveries may be available at specific events. Please check with Sunbelt Convention Services BEFORE shipping your freight direct to the venue. Specific dates/times may also be issued for on-site deliveries.
- 2) All shipments must have a bill of lading or delivery slip (i.e. FedEx, UPS). All freight must also have the Company name, Event name, and Contact information. Even drop ships MUST have this information listed.
- 3) Sunbelt Convention Services will not be responsible for piece count or condition of shipments after it has been placed in the exhibit area, before or during installation time, at the conclusion of the event or prior to taking physical count and possession in preparation of moving such materials.
- 4) **INSURANCE:** Sunbelt Convention Services will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation times, 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 Convention Services from responsibility for concealed and/or apparent damage to uncrated or unskidded materials. Please make certain all of your material is properly insured against all hazards while in transit and from your booth for the duration of the event.
- 5) All outbound shipments must be tendered with a bill of lading and prepared for outbound shipping. (i.e. boxed, shrink wrapped with labels attached. There will be an additional charge of \$50.00 if this is not done.
- 6) Exhibits left on the show floor without return instructions will be returned to our warehouse and held for disposition at an additional charge.
- 7) If any special handling, overtime, additional trips or special circumstances arise requiring additional fees, they will be addressed before event or during on site setup. Any overtime will be charged at rates listed under labor fees on these forms.
- 8) **Freight is accepted at the warehouse Monday through Friday between the hours of 8:00am - 4:30pm CST.**

Ship To:

Please use this format for labeling your freight. Please place a label each piece.

Exhibiting Company Name/ Booth# (if available)

SHOW NAME

c/o Sunbelt Convention Services
409 Collins Street
Little Rock, AR 72202

ADD \$100 OR 25% OF TOTAL WHICHEVER IS GREATER IF YOUR SHIPMENTS WILL NOT ARRIVE 7 BUSINESS DAYS BEFORE VENDOR MOVE IN DATE.

AFTER DEADLINE FEE - \$ _____
IF APPLICABLE

BELOW FOR OFFICE USE ONLY DATES RECEIVED IN WAREHOUSE

	SHIPMENT	WEIGHT		PRICE PER LB.		TOTAL
1	1	_____	X	_____	=	_____
2	2	_____	X	_____	=	_____
3	3	_____	X	_____	=	_____
4	4	_____	X	_____	=	_____
5	5	_____	X	_____	=	_____

AFTER DEADLINE FEE \$ _____

SHIPMENT TOTALS + \$ _____

RETURN HANDLING + \$ _____

ADD RETURN OUTBOUND HANDLING -
\$100 per 100 pounds: _____ = \$ _____
All outbound weights based on incoming freight weight.

TOTAL FREIGHT HANDLING = \$ _____

LITTLE ROCK PAYMENT FORM

Payment in full must accompany each order. All orders are subject to current sales tax. To qualify for advanced order pricing, payment and order forms MUST be made/received in our office SEVEN (7) BUSINESS DAYS prior to exhibitor set-up date. Any orders received after this time will be processed at floor order prices. All credit Card orders will be run after the event is over and you will receive a credit card receipt at that time. If a itemized receipt is required there will be a \$25 charge. Please include this amount in the payment information below. **WE WILL NOT ISSUE INVOICES FOR ORDERS. IF YOU CANNOT PAY WITH A CREDIT CARD, PLEASE MAIL YOUR ORDER FORMS ALONG WITH A CHECK TO THE ADDRESS BELOW. A CREDIT CARD WILL STILL BE REQUIRE TO KEEP ON FILE. WE WILL USE IT FOR ANY ONSITE ADDITIONS OR IF THE CHECK PROVIDED IS RETURNED UNPAID.**

NAME OF SHOW _____ DATE OF SHOW _____

COMPANY NAME _____ BOOTH # _____

BOOTH REPRESENTATIVE _____ Cell # _____

COMPANY ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL (FOR CC RECEIPT) _____

METHOD OF PAYMENT: CHECK _____ CREDIT CARD _____

PLEASE CHECK ONE: Visa MasterCard Discover Amex

Account Number: _____ exp. date _____ CCV _____

Name of Cardholder _____ zip w/card _____

Card Address _____ City _____ STATE _____

Authorization Signature: _____

I authorize Sunbelt Convention Services to charge my credit card above for agreed upon purchases.
 I understand that my information will be saved to file for all additional transaction/item additions on my account.

Rental Totals _____

Freight Handling _____

Labor Services _____

ADD Itemized receipt required - add \$25..... _____

Total: _____

Add 9.625% Arkansas Sales Tax (cty/co/str) _____

+ SUBTOTAL: = _____

Add 3.5% Credit Card Processing fee (if applicable) + _____

TOTAL PAYMENT: = _____

PLEASE DOUBLE CHECK YOUR BILLING INFORMATION!!!

THERE WILL BE A \$40 PROCESSING FEE ADDED ON ALL DECLINED CREDIT CARDS

Payment by check must arrive 7 business days prior to show move in date to guarantee items are placed in your booth at the advanced order pricing. Any orders received after SEVEN business days will be billed at floor pricing and you agree that the credit card on files will be used to cover the difference in cost.

Please send this payment form, along with payment and appropriate order forms to the address listed at the top of the first page of these forms.

PLEASE RETAIN A COPY OF THIS PAYMENT FORM AS YOUR RECEIPT

(This section office use only)	Date processed-	processed by -	CC authorization code -
ON-SITE USE ONLY			
All services preformed were to our satisfaction and all equipment are found to be in clean/good working condition.			
Booth Rep Signature _____		DATE _____	
Sunbelt Rep Signature _____		DATE _____	

THANK YOU FOR YOUR BUSINESS!