



Event Name: 2018 E.I. Sport Show

**Convention Services and Equipment**

Mail Order Form and Payment to:

**Special Occasions**  
**323 W. 15<sup>th</sup> Street**  
**Waterloo, IA 50702**

Please mark rental equipment/services needed below. Equipment will be delivered to booth and ready to use.  
Load/Delivery Fee 10% of subtotal required. Advance orders are **NO LESS than 2 weeks before the event.**  
Advance orders are given priority.

QTY.	CONVENTION ITEM	ADVANCE ORDERS	FLOOR ORDERS
<b>CHAIRS</b>			
	Chair, Brown Folding	\$4.00	\$6.00
	Chair, Barstool	\$20.00	\$30.00
<b>DISPLAY TABLE (Not draped)</b>			
	8' long x 30" wide	\$20.00	\$25.00
	8' long x 30" wide w/ 12" additional height	\$28.00	\$35.00
	8' long x 24" wide	\$20.00	\$25.00
	8' long x 24" wide w/ 12" additional height	\$25.00	\$35.00
	6' long x 30" wide	\$18.00	\$25.00
	6' long x 30" wide w/ 12" additional height	\$28.00	\$35.00
	6' long x 18" wide	\$18.00	\$25.00
	6' long x 18" wide w/ 12" additional height	\$28.00	\$40.00
	4' long x 30" wide	\$20.00	\$30.00
	4' long x 30" wide w/ 12" additional height	\$28.00	\$35.00
	30" Bistro <input type="checkbox"/> 30" height or <input type="checkbox"/> 40" height (Check One)	\$28.00	\$35.00
	36" Bistro <input type="checkbox"/> 30" height or <input type="checkbox"/> 40" height (Check One)	\$28.00	\$35.00
<b>DRAPED DISPLAY TABLES – Front and ends Draped (Tops covered w/ vinyl)</b>			
	8' long x 30" wide w/ draping	\$38.00	\$50.00
	8' long x 30" wide w/ draping and 12" additional height	\$45.00	\$58.00
	8' long x 24" wide w/ draping	\$38.00	\$50.00
	8' long x 24" wide w/ draping and 12" additional height	\$48.00	\$58.00
	6' long x 30" wide w/ draping	\$38.00	\$50.00
	6' long x 30" wide w/ draping and 12" additional height	\$45.00	\$58.00
	6' long x 18" wide w/ draping	\$40.00	\$50.00
	6' long x 18" wide w/ draping and 12" additional height	\$45.00	\$58.00
	4' long x 30" wide w/ draping	\$40.00	\$50.00
	4' long x 30" wide w/ draping and 12" additional height	\$45.00	\$58.00
	30" Bistro <input type="checkbox"/> 30" height or <input type="checkbox"/> 40" height (Check One)	\$43.00	\$50.00
	36" Bistro <input type="checkbox"/> 30" height or <input type="checkbox"/> 40" height (Check One)	\$43.00	\$50.00
<b>CARPETING (Larger sizes available. Call for pricing)</b>			
	10' X 10'	\$45.00	\$60.00
	10' X 20'	\$70.00	\$85.00
<b>MISCELLANEOUS</b>			
	Disposable Table Covering (Vinyl)	\$4.00	\$6.00
	Disposable Table Skirting (Vinyl)	\$9.00	\$15.00
	Linen Table Skirt 14'	\$24.00	\$30.00
	Easel (Aluminum)	\$15.00	\$20.00
	Trash Can	\$4.00	\$7.00
	12" extended legs for table	\$10.00	\$15.00
	4 <sup>th</sup> side draped on table	\$18.00	\$22.00

Prices subject to change.

*If tax exempt, attach tax exempt certificate and place zero in Line 4.*

*If damage waiver is declined you will be responsible for full replacement cost for any damages.*

**Line 1 – Total** \_\_\_\_\_  
**Line 2 – Load/Delivery Fee (10% of Line 1)** \_\_\_\_\_  
**Line 3 – Subtotal (Add Line 1 & 2)** \_\_\_\_\_  
**Line 4 – Sales tax (7% of Line 3)** \_\_\_\_\_  
**Line 5 – Damage Waiver (7% of Line 1)** \_\_\_\_\_  
**TOTAL DUE (Add line 3, 4, & 5)** \_\_\_\_\_

All information must be filled out. Call (319) 234-3104 for assistance.			
Firm Name _____	Phone _____	Booth # _____	
Address (Street) _____			
City _____	State _____	Zip Code _____	
Signature _____	Print Name _____	Date _____	
PAYMENT METHOD	CASH _____	CHECK _____	
CC# _____	EXP. _____	CVV _____	