

DÉCOR PACKAGE OPTION 1

DRAPE COLOR IS BLUE & WHITE: SKIRT COLOR: (CHOOSE BELOW)

Special applies to 10' x 10' exhibits only Décor Package will be available at show site

Substitutions not permitted





Option 1: 6' Draped Table, 10' x 10' carpet, 2 folding chairs, 1 wastebasket

ADVANCED PRICE: \$141.00 + TAX AT SHOW SITE: \$172.00 + TAX

Skirt Color (circle choice):

Red Black White Blue Silver Hunter Green

Carpet Color (circle choice):

Red Black Blue Gray Hunter Green

ENTER DÉCOR PACKAGE TOTAL HERE \$						
9.5% SALES TAX						
TOTAL						
COMPANY NAME	BOOTH#					



DÉCOR PACKAGE OPTION 2

DRAPE COLOR IS BLUE & WHITE: SKIRT COLOR: (CHOOSE BELOW)

Special applies to 10' x 10' exhibits only Décor Package will be available at show site

Substitutions not permitted





Option 2: 6' Draped Table, 2 folding chairs, 1 wastebasket									
ADVANCED PRICE: \$82.00 + TAX AT SHOW SITE: \$104.00 + TAX									
Skirt Color (circle choice):									
Red	Black	White	Blue	Silver	Hunter Green				
	ENTER D	ÉCOR PA	CKAGE T	OTAL HEF	RE \$				
			9.5%	SALES TA	4X				
				TOT	AL				
COMPANY NAM	1E				BOOTH#				



STANDARD FURNISHINGS & ACCESSORIES

	CHAIRS AND ACCESSORIES									
Quantity	Description	Discount Price	Standard Price	Total						
	Basic Side Chair	\$ 39.00	\$ 49.00	\$						
	Folding Chair	\$ 22.00	\$ 28.00	\$						
	Literature Stand	\$ 80.00	\$105.00	\$						
	Waste Basket	\$ 12.00	\$ 13.50	\$						
	Easel, Chrome	\$ 33.00	\$ 41.00	\$						
	Café Table 30" round x 42" high	\$ 65.00	\$ 75.00	\$						
	Bar Stool Black with Back Support	\$ 59.00	\$ 74.00	\$						
	Bag Rack	\$ 45.00	\$100.00	\$						

	SPECIA	. DRAPERY	BACI	KGROU	NDS-	-Order	ed In	10' Increme	ents
		Check Color:	□Red	□Blue	□Black	□Teal	□Grey	□White	
Quantity	Description				Disc	ount Pric	e	Standard Price	Total
	3' Drapery Insta	alled, per linear foo	t			\$ 9.25		\$13.75	\$
	8' Drapery Insta	alled, per linear foo	t			\$12.00		\$18.25	\$

	DRAPED DISPLAY TABLES—30" High x 24" Wide								
	Check Color:	□Red	□Blue	□Black	□Teal	□Grey	□White	Burgundy	
Quantity	Description				Disco	unt Price	Sta	ndard Price	Total
	4' Draped				\$	60.00		\$ 78.00	\$
	6' Draped				\$	70.00		\$ 91.00	\$
	8' Draped				\$	80.00		\$104.00	\$
	4th Side Draped				\$	22.00		\$ 33.00	\$

	DRAPED DISPLAY COUNTERS—42" High x 24" Wide									
	Check Color:	□Red	□Blue	□Blac	ck □Tea I □Grey □W	/hite □Burgundy				
Quantity	Description				Discount Price	Standard Price	Total			
	4' Draped				\$ 65.00	\$ 85.00	\$			
	6' Draped				\$ 75.00	\$ 98.00				
	8' Draped				\$ 85.00	\$111.00	\$			
	4th Side Draped				\$ 22.00	\$ 33.00	\$			

TABLE RISERS AND DRAPING									
	Check Color: □Red □Blue □Black	□Tea I □Grey □W	Vhite □Burgundy						
Quantity	Description	Discount Price	Standard Price	Total					
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$					
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$					
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$					

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT	Subtotal	\$
THE EVENT COORDINATOR AT PME Expo Services FOR ORDERING AND PRICING DETAILS.	Tax @ 9.5%	\$
EXHIBITING FIRM: BOOTH #:	Total	\$

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450 Maguire Rd Suite B Ocoee, Florida 34761 E-mail: customerservice@my-pme.com Phone: (407) 730-3886 Fax (407) 730-3887



STANDARD CARPET ORDER

		Check Color:	□Black □I	Blue □Grey □Burgu	ındy □Red		
Quantity	Description			Discount Price	Standard Price	Total	
	10' x 10'			\$ 90.00	\$105.00	\$	
	10' x 20'			\$180.00	\$210.00	\$	
	10" x 30'			\$270.00	\$315.00	\$	
	10' x 40'			\$360.00	\$420.00	\$	
	Carpet Padding per 1	0' x 10' space		\$55.00 x	\$75.00 x	\$	
chase for use at		asonable cost. Carpetir	ng is 30 oz. stair	n-resistant Zeftron Nylon. Othe	n carpeting. It is available for o er colors may be available; plea		
	□Gunmetal	□Misty Gr	еу	□Bay Water	□Cherry Red		
	□Burgundy	□Silver Mi	ist	□Baby Blue	□Ebony		
	□Navy	□Sky Blue	9	□Dusty Rose	□Light Teal	required	
	□Navy Please fill out your of to cover steps, s	□Sky Blue choice below. There is kids and display cases	a minimum orde , please send a f	□ Dusty Rose or of 200 square feet for custor loor plan. A quotation will be	□ Light Teal In carpet. If additional carpet is forwarded to you before we pro		
Carpet Colo	□Navy Please fill out your of to cover steps, s	□Sky Blue choice below. There is kids and display cases	a minimum orde , please send a f	Dusty Rose or of 200 square feet for custor loor plan. A quotation will be tion, carpet padding, poly	□ Light Teal In carpet. If additional carpet is forwarded to you before we pro If covering and removal.	ceed.	
Carpet Colo	Please fill out your of to cover steps, s RENTA	Sky Blue choice below. There is kids and display cases AL PRICE order inc th Size ASE PRICE order in	a minimum orde , please send a f cludes installa X ncludes instal	□Dusty Rose or of 200 square feet for custor loor plan. A quotation will be tion, carpet padding, pol	Light Teal In carpet. If additional carpet is forwarded to you before we pro y covering and removal. Sq. Ft. @ \$3.25/Sq. Ft	ceed.	
Carpet Colo Carpet Colo	Please fill out your of to cover steps, s RENTA RENTA PURCHA	Sky Blue choice below. There is kids and display cases AL PRICE order inc th Size ASE PRICE order in	a minimum orde , please send a f cludes installa X ncludes instal	Dusty Rose or of 200 square feet for custor loor plan. A quotation will be tion, carpet padding, pole	Light Teal In carpet. If additional carpet is forwarded to you before we pro y covering and removal. Sq. Ft. @ \$3.25/Sq. Ft	ceed.	
Carpet Colo	Please fill out your of to cover steps, s RENTA REPRESE PURCHA Boo	Sky Blue shoice below. There is kids and display cases. AL PRICE order inc th Size ASE PRICE order in Freight handling th Size	a minimum orde , please send a f cludes installa X ncludes instal g charges at th	Dusty Rose or of 200 square feet for custor loor plan. A quotation will be tion, carpet padding, polymer is a constant of the show will end of the show wil	Light Teal n carpet. If additional carpet is forwarded to you before we provide the covering and removal. Sq. Ft. @ \$3.25/Sq. Ft oly-covering and removal. be additional.	. \$	e.







	HARDWARE RENTAL ORDER FORM								
Qty	Video Equipment	Dis	count Price	Standard Price	Total				
	1/2" VHS With Auto Repeat		\$125	\$160	\$				
	DVD Player (Standard)		\$190	\$240	\$				
	20" TV / VCR Combo Unit		\$315	\$395	\$				
	20" Video Monitor / Receiver		\$195	\$245	\$				
	25" Video Monitor / Receiver		\$225	\$310	\$				
	54" Roll cart Stand with Drape		\$50	\$95	\$				

Qty	LCD & Plasma Monitors	Discount Price	Standard Price	Total
	17" Flat Screen LCD Monitor (1280 x 1024)	\$125	\$160	\$
	20" Flat Screen LCD Monitor (1280 x 1024) BLACK	\$150	\$195	\$
	20" Flat Screen LCD Monitor (1600x1200/Video Input/Audio Bar)	\$150	\$195	\$
	37" Plasma Display (1024 x 768, 4:3 Ratio)	\$250	\$325	\$
	42" Plasma Display (1024 x 768, 16:9 Ratio)	\$450	\$585	\$
	50" Plasma Display (1280 x 932, 16:9 Ratio)	\$650	\$845	\$
	Plasma Floor Stand (Cobra or Dual Post)	\$75	\$95	

Qty	Projection Equipment	Discount Price	Standard Price	Total
	XGA LCD Projector (1024 x 768, 1800 Lumens)	\$940	\$975	\$
	SXGA LCD Projector (1024 x 768, 3000 Lumens)	\$1,275	\$1,745	\$
	Overhead Projector (4000 Lumens)	\$115	\$145	\$
	6' Tripod Screen	\$75	\$95	\$
	8' Tripod Screen	\$95	\$120	\$

Qty	Audio Equipment	Discount Price	Standard Price	Total
	Powered Speak With Floor Stand (150 Watts)	\$75	\$95	\$

EXHIBITING FIRM:	BOOTH #	Delivery Charge	\$ 100.00
Please call for items not listed! A 40% surcharge a hours of delivery. No credits will be issued after Exhibitor must be present in booth to accept deliver	delivery or attempted delivery.		
Appropriate cancellation fees will apply to orders ca		Tax @ 9.5%	\$
		Total	\$

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QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL	
	Flower Arrangement	\$76.00	\$	
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$49.50	\$	
	Large Fern	\$49.50	\$	
	2' Green Plant	\$59.50	\$	
	3' Green Plant	\$65.00	\$	
	4' Green Plant	\$76.00	\$	
	5' Green Plant	\$81.00	\$	
	6' Green Plant	\$98.00	\$	
		Plants may vary from p	Plants may vary from pictures in color and size.	
		Subtotal	\$	
		Tax @ 9.5%	\$	
		Total	\$	

BOOTH CLEANING ORDER FORM

Cleaning orders placed on show floor will be charged an additional 25%.

CARP	ET SERVICE (Check One)	
□ Vacuum Booth Carpet—One time (Before Show Opens)	\$0.50/sq. ft. X sq. ft. =	\$
□ Vacuum Booth Carpet—Daily	\$0.40/sq. ft. X sq. ft. X days =	
(Before show opens, and each morning before show opens)	Indicate dates required:	\$
P	PORTER SERVICE	
☐ Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day	\$
	Indicate dates required:	
	Booth Cleaning Total	\$
	y to your booth space. However, during set-up, the carpet can become soiled. cleaning service at least once prior to the show opening.	
Please include any specific instructions:		
, , , , , , , , , , , , , , , , , , ,		

EXHIBITING FIRM:	BOOTH#

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CREDIT CARD AUTHORIZATION FOR EXHIBIT SERVICES

Credit Card Charge Authorization			Calculation of Orders		Total
	(All Information Must Be Provided)				
■ MasterCard ■ VIS	SA American Express Corpo	orate Personal	Material & Handling		\$
Account Number			Installation & Dismantle Labor		\$
7.000ant italiiboi			Standard Furnishing & Accesso	ries	\$
EXPIRATION DAT	E / CVS#		Carpet		\$
	<u> </u>		Rental Exhibits		\$
Card Holders Name			Floral Service		\$
(Please Print)			Booth Cleaning		\$
Billing Address			Audio Visual Rental		\$
			Custom Furniture		\$
<u>City</u>	<u>State</u>	<u>Zip</u>		Subtotal	\$
			Bank Surcharge 3.0% of Subte (Credit Card Charges Only)	otal	\$
Phone Number Fax Number			(ordan dara dharges dhiy)	Total	
Email Address			To simplify payment, send a check entire order or note the amoun		
			FULL PAYMENT in U.S. funds	drawn on a U.S. Bank	\$
Card Holders Signature			Check #		
Company Name Booth #			Please list all authorized persons for credit card use at show site below.		
				<u> </u>	

Payment Policy

Payment for Services

PME Expo Services requires payment in full at the time services are ordered. PME Expo Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

Method of Payment

PME Expo Services accepts MasterCard, VISA, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. PME Expo Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. PME Expo Services must receive your certificate with your order; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

If you have any questions regarding our payment policy, please call exhibitor services at 407-730-3886 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with PME Expo Services. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

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