

**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" add	\$35.00	\$25.00	_____
_____	Skirting Only	\$5.00/ft	\$4.00/ft	_____

**PLEASE CIRCLE COLOR :**

Beige Black Blue Gold Green Navy Grey Purple Red Teal White  
 (if a color is not specified show colors will be used)

TABLE ONLY

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table	\$25.00	\$20.00	_____
_____	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	\$100.00	_____
_____	10 x 30	\$140.00	\$120.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$.40 cents per sq ft.

**PLEASE CIRCLE COLOR :** Black Tuxedo, Red, Navy Blue, Royal Blue, Green, Red Tuxedo  
 (if a color is not specified show colors will be used)

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	_____
_____	9x30	\$90.00	\$80.00	_____

**ALL CANCELLATIONS FOR ITEMS ORDERED MUST BE MADE 3 BUSINESS DAYS BEFORE THE EXHIBITOR MOVE IN DATE TO RECEIVE A FULL REFUND. ITEMS CANCELLED AFTER THE 3 BUSINESS DAYS BUT BEFORE THE EXHIBITOR MOVEIN DATE WILL BE SUBJECT TO A RESTOCKING FEE OF \$25.00. ANY ITEMS DELIVERED TO THE SHOW SITE WITHOUT PRIOR CANCELLATION WILL BE CHARGED AT FULL PRICE EVEN IF REFUSED AT BOOTH OR REQUESTED TO BE REMOVED BY SHOW REPRESENTATIVE.**

SPECIALTY ITEMS

QUANTITY	ITEM	FLOOR ORDER	ADVANCED ORDER	QUANTITY
_____	Plastic Folding Chair	\$10.00	\$5.00	_____
_____	Padded Chair w/arms	\$30.00	\$20.00	_____
_____	Counter Stool w/back	\$40.00	\$30.00	_____
_____	Easels	\$15.00	\$10.00	_____
_____	Wastebasket /liner	\$10.00	\$5.00	_____
_____	6' table top riser	\$15.00	\$10.00	_____
_____	8' table top riser	\$20.00	\$15.00	_____
_____	30" banquet round	\$40.00	\$30.00	_____
_____	40" cocktail round	\$40.00	\$30.00	_____
_____	3' High masking drape	\$4.00/ft	\$4.00/ft	_____
_____	8' high masking drape	\$5.00/ft	\$5.00/ft	_____
_____	Mannequin torso & stand	\$50.00	\$40.00	_____
_____	2ft x 8ft grid panels	\$40.00	\$30.00	_____
_____	Charging Station w/6 ports and two 22" x 28" graphics		\$395.00	_____

**DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COST 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 = \$ \_\_\_\_\_



**Retractable Mini table top Banner Stand that can be used over and over. Easy set-up. Graphics included in price. 11" x 17" Includes Carrying Case \$36.00**



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



**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 with graphics. Can be single-sided or double-sided. (1)single - \$40.00 (2)double - \$50.00**

QUANTITY	ITEM	FLOOR ORDER	ADVANCE ORDER	TOTAL
_____	Mini Table Top	\$46.00	\$36.00	_____
_____	Banner Stand	\$210.00	\$185.00	_____
_____	Booth Banner	\$120.00	\$95.00	_____
_____	Sign Frame(1) w/graphics	\$55.00	\$40.00	_____
_____	Sign Frame(2) w/graphics	\$65.00	\$50.00	_____

*All in house graphics and printing available. We can use your artwork or create something for you. 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 before anything is printed for your approval. If what you want is not listed here, we can get it! Give us a call for specialized orders.*

*Questions? Call Lorrie at 501-244-9955 or email sunbelt4u@gmail.com*

**SET-UP AND DISMANTLE LABOR RATES PER LABORER**

STRAIGHT TIME IS MONDAY - FRIDAY 8:00AM - 4:30 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 IS BILLED IN 1/2 HOUR INCREMENTS.

LABORERS REQUESTED	LABOR	REGULAR TIME	OVERTIME	TOTAL
_____	EXHIBITOR SUPERVISED INSTALLATION	\$40.00	\$60.00	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$40.00	\$60.00	_____
_____	SUNBELT SUPERVISED INSTALLATION(ok to preceed)	\$50.00	\$75.00	_____
_____	SUNBELT SUPERVISED DISMANTLE	\$50.00	\$75.00	_____

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 prior to the event closing.*

**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:*

Up to 200 lbs.....	\$100.00
201-300 lbs.....	\$150.00
301-400 lbs.....	\$200.00
401-500 lbs.....	\$250.00
501-750 lbs.....	\$300.00
751-1000 lbs.....	\$400.00
1000 lbs. and over .....	\$40.00 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.*

PAYMENT FORM

*Payment in full must accompany each order. All orders are subject to 10.0% sales tax. To qualify for advanced order pricing, payment and order forms MUST be made/received in our office three days 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. All credit Card orders will be run after the event is over.*

NAME OF SHOW \_\_\_\_\_ DATE OF SHOW \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

BOOTH REPRESENTATIVE \_\_\_\_\_ Cell # \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

METHOD OF PAYMENT: \_\_\_\_\_ CHECK \_\_\_\_\_ CREDIT CARD

PLEASE CIRCLE ONE: Visa MasterCard Discover Amex

Account Number: \_\_\_\_\_ exp date \_\_\_\_\_ CCV \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ zip w/card \_\_\_\_\_

Signature: \_\_\_\_\_

RENTAL TOTALS \$ \_\_\_\_\_

FREIGHT HANDLING \$ \_\_\_\_\_

LABOR SERVICES \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

10.0 % SALES TAX (1r/pc/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

There will be a \$25.00 processing fee for all declined credit cards and returned checks

ON-SITE USE

All services performed 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!**