



Charleston
Coliseum
Convention Center

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Charleston, West Virginia 25301
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**ADVANCE MEANS
PAYMENT PRIOR TO
DECEMBER 30, 2018**

FURNITURE RENTAL ORDER FORM

SHOW: WV International Auto Show

DATES: February 8-10, 2019

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>FLOOR</u>	<u>AMOUNT</u>
<u>SPECIAL BOOTH DRAPERY</u>				
_____	LINEAR FEET 8' HIGH DRAPE	\$3.00 FT.	\$4.00 FT.	\$ _____
_____	LINEAR FEET 3' HIGH DRAPE	\$2.00 FT	\$3.00 FT.	\$ _____
<u>DISPLAY TABLES (WOODEN TOP)</u>				
<u>STANDARD HEIGHT</u>				
_____	4' X 2' X 30" HIGH (<i>Quantity Limited</i>)	\$8.50	\$10.00	\$ _____
_____	6' X 2' X 30" HIGH (<i>Quantity Limited</i>)	\$8.50	\$10.00	\$ _____
_____	8' X 2 1/2' X 30" HIGH	\$8.50	\$10.00	\$ _____
<u>COUNTER HEIGHT EXTENSION</u>				
_____	4' X 2' X 40" HIGH	\$15.00	\$25.00	\$ _____
_____	6' X 2' X 40" HIGH	\$15.00	\$25.00	\$ _____
_____	8' X 2 1/2' X 40" HIGH	\$15.00	\$25.00	\$ _____
<u>TABLE SKIRTING (INCLUDES VINYL COVER FOR EXHIBIT SHOWS)</u>				
PLEASE CHECK COLOR OF SKIRTING PREFERRED <input type="checkbox"/>BLUE <input type="checkbox"/>WHITE <input type="checkbox"/>BLACK <input type="checkbox"/>RED				
_____	CLOTH SKIRTING 3 SIDES WITH VINYL COVER 30" HI	\$14.00	\$16.50	\$ _____
_____	CLOTH SKIRTING 3 SIDES WITH VINYL COVER 40" HI	\$20.00	\$25.00	\$ _____
_____	CLOTH SKIRTING 3 SIDES WITH LINEN COVER 30" HI	\$15.50	\$17.00	\$ _____
_____	CLOTH SKIRTING 3 SIDES WITH LINEN COVER 40" HI	\$23.00	\$25.50	\$ _____
<u>TABLE COVERS</u>				
_____	WHITE LINEN COVERS	\$6.00	\$8.00	\$ _____
_____	WHITE VINYL COVER	\$6.00	\$7.00	\$ _____
<u>CARPET / RED ONLY—INCLUDES INSTALLATION AND TAPING FRONT EDGE</u>				
_____	9' X 10'	\$35.00	\$45.00	\$ _____
_____	9' X 20'	\$65.00	\$80.00	\$ _____
_____	9' X 30'	\$95.00	\$120.00	\$ _____
<u>BOOTH EQUIPMENT</u>				
_____	FLOOR EASEL	\$6.00	\$8.00	\$ _____
_____	WASTE BASKET	\$4.00	\$6.00	\$ _____
_____	PADDED 30" HIGH STOOL W/BACK	\$15.00	\$20.00	\$ _____
_____	UPHOLSTERED ARM CHAIR	\$20.00	\$25.00	\$ _____
_____	ADJUSTABLE SECRETARY CHAIR (<i>Quantity Limited</i>)	\$15.00	\$20.00	\$ _____
_____	UPHOLSTERED ARMLESS CHAIR	\$ 1.00	\$ 2.00	\$ _____
_____	PLASTIC ARMLESS CHAIR	\$.25	\$.50	\$ _____
_____	SIGN HANGER S-HOOKS	.25	.25	\$ _____
TOTAL ORDER				\$ _____
7% WV SALES TAX				\$ _____
TOTAL COST				\$ _____

FLOOR RATES APPLY TO ALL ORDERS NOT RECEIVED AND PAID BY DECEMBER 30, 2018.
ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. PAYMENT REQUIRES CHECK OR CREDIT CARD.

FIRM NAME _____ PHONE _____ BOOTH # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CREDIT CARD # _____ EXPIRATION DATE _____

BY _____ NAME _____ DATE _____
Authorized Signature Please Print