



Charleston
Coliseum
Convention Center

200 Civic Center Drive
Charleston, West Virginia 25301
Phone: 304.345.1500
FAX 304.345.3492

**ADVANCE MEANS
PAYMENT PRIOR TO
DECEMBER 30, 2019**

FURNITURE RENTAL ORDER FORM

SHOW: WV International Auto Show

DATES: January 17-19, 2020

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>FLOOR</u>	<u>AMOUNT</u>	
	SPECIAL BOOTH DRAPERY				
_____	LINEAR FEET 8' HIGH DRAPE	\$3.00 FT.	\$4.00 FT.	\$ _____	
_____	LINEAR FEET 3' HIGH DRAPE	\$2.00 FT	\$3.00 FT.	\$ _____	
	DISPLAY TABLES (WOODEN TOP)				
	STANDARD HEIGHT				
_____	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	\$ _____	
	COUNTER HEIGHT EXTENSION				
_____	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	\$ _____	
	TABLE SKIRTING (INCLUDES VINYL COVER FOR EXHIBIT SHOWS)				
	PLEASE CHECK COLOR OF SKIRTING PREFERRED	BLUE	WHITE	BLACK	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	\$ _____	
	TABLE COVERS				
_____	WHITE LINEN COVERS	\$6.00	\$8.00	\$ _____	
_____	WHITE VINYL COVER	\$6.00	\$7.00	\$ _____	
	CARPET / RED ONLY—INCLUDES INSTALLATION AND TAPING FRONT EDGE				
_____	9' X 10'	\$35.00	\$45.00	\$ _____	
_____	9' X 20'	\$65.00	\$80.00	\$ _____	
_____	9' X 30'	\$95.00	\$120.00	\$ _____	
	BOOTH EQUIPMENT				
_____	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, 2019.
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