

# 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.*

***A CREDIT CARD WILL BE REQUIRED ON ALL ORDERS EVEN THOSE PAYING BY CHECK. NO VIRTUAL CREDIT CARDS WILL BE ACCEPTED.  
NO INVOICES WILL BE ISSUED.***

*If paying by check, we will not run the card on file unless the check does not clear. All checks must arrive BEFORE the events vendor move in date to secure  
ADVANCED ORDER PRICING. Checks arriving after the event start date will be charged at floor order pricing and the difference will be charged to the card on file.*

#### TABLE WITH SKIRTING

(Includes table with white vinyl top/skirted on 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 existing table/40"	\$35.00	\$25.00	_____
_____	add Skirting Only	\$5.00/ft	\$4.00/ft	_____

#### PLEASE CHECK SKIRT COLOR:

White      Black      Gold      Navy      Gray      Blue      Red

(If a color is not selected, show color will be used. Selection of a color is only available on additional tables. Not those provided with event).

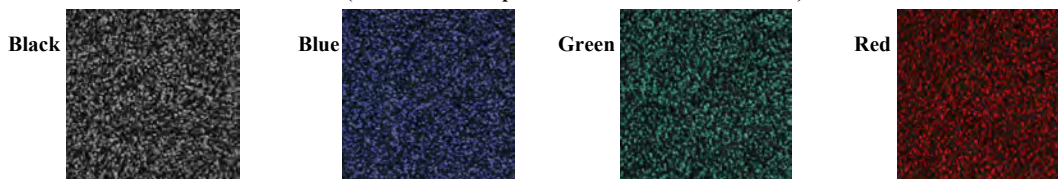
#### PLAIN TABLE- NO SKIRTING

<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 CHECK COLOR : Black Tuxedo, Red Tuxedo, Green Tuxedo, Blue Tuxedo  
(if a color is not specified show colors will be used)



**BULK & ISLAND CARPETING PRICES STARTING AT \$0.40 PER SQ. FT. FOR 500 SQ. FT. OR ABOVE. ALL CARPET IS 10FT WIDE ONLY**

**DISCOUNTED RATE \$0.40 SF. / STANDARD (floor price) \$0.60 SF.**

MINIMUM BULK CARPET: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. = \_\_\_\_\_ SQ. FT.      **TOTAL SF.** \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

*Special order? Call for cut & lay pricing*

#### CARPET PADDING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	9x10	\$70.00	\$50.00	_____
_____	9x20	\$100.00	\$80.00	_____
_____	9x30	\$120.00	\$100.00	_____

(BULK PADDING AVAILABLE, CALL FOR PRICING)

SPECIALTY ITEMS

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____	Easels	\$30.00	\$20.00	_____
_____	Wastebasket with liner	\$10.00	\$5.00	_____
_____	3' high masking drape	\$3.25/ft	\$2.25/ft	_____
_____	8' high masking drape	\$4.25/ft	\$3.25/ft	_____
_____	2ft x 8ft grid panel	\$40.00	\$30.00	_____
_____	Chrome Stanchion set 6' section	\$45.00	\$40.00	_____
_____	Retractable black stanchion 10' set (2)	\$45.00	\$35.00	_____

**DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COST PLUS RENTAL FEES**

**ALL CANCELLATIONS FOR ITEMS ORDERED MUST BE MADE 5 BUSINESS DAYS BEFORE THE EXHIBITOR MOVE IN DATE TO RECEIVE A FULL REFUND. ITEMS CANCELLED AFTER THE 3 BUSINESS DAYS BUT BEFORE THE EXHIBITOR MOVE IN DATE WILL BE SUBJECT TO A RESTOCKING FEE OF \$25.00. ANY ITEMS DELIVERED TO THE SHOW SITE OR ITEMS REQUESTED TO BE REMOVED BY THE SHOW REPRESENTATIVE FOR ANY REASON WITHOUT PRIOR CANCELLATION WILL BE CHARGED AT FULL PRICE EVEN IF REFUSED AT BOOTH.**



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



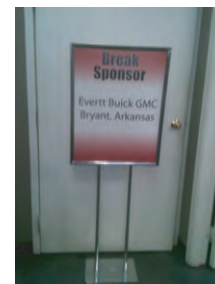
**Retractable Banner Stand**  
Can be used over and over. Easy set-up. Graphics included in price. 32" x 82"  
Includes Carrying Case  
\$185.00



**Double sided or single sided charging stations. RENTAL**  
In black or silver.  
Single \$360.00  
Double \$395.00



**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 - \$60.00  
(2) double - \$70.00  
rental/advanced order

**We have a wide variety of items we can customize including meter panels, banners, floor stickers, counters, displays, walls, booth decor and backdrops for themed shows. We can do all of your printing needs in house. Give us a call for any special items you may need. We will print and deliver to your booth, so once you approve your order your all set!**

**We also do pillowcase backdrops and graphic walls with advanced orders!**

**YES!!! WE CAN DO LAST MINUTE ITEMS AND HAVE THEM TO YOU WITHIN HOURS!**

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Mini Table Top	\$60.00	\$40.00	_____
_____	Banner Stand	\$210.00	\$185.00	_____
_____	Booth Banner	\$120.00	\$95.00	_____
_____	Sign Frame (1) with graphics	\$75.00	\$60.00	_____
_____	Sign Frame (2) with graphics	\$85.00	\$70.00	_____
_____	Double Charging Station w/6 ports & two 22" x 28" graphic signs		\$250.00	_____
_____	Single Charging Station w/6 ports & one 22" x 28" graphic sign (contact us for availability of express floor order for this item)		\$180.00	_____

**Specialty items (call for details and cost):**

<u>QUANTITY</u>	<u>ITEM description</u>	<u>PRICE TBD</u>	<u>TOTAL</u>
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____

*All in house graphics and printing available. We can use your artwork or create something for you at no additional charge. 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 for your approval before anything is printed. If what you want is not listed here, we can get it! Give us a call for specialized orders. Call Lorrie at 501-244-9955 or email sunbelt4u@gmail.com*

## Furniture Rentals

QUANTITY		<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____	(1) Arm chair with gray padding.....	\$35.00	\$25.00	\$ _____
_____	(2) Arm chair with black padding.....	\$35.00	\$25.00	\$ _____
_____	(3) Black leather secretary chair with wheels.....	\$45.00	\$35.00	\$ _____
_____	(4) Cocktail table 30" (high or low).....	\$45.00	\$35.00	\$ _____
_____	(5) Gray padded bar stool.....	\$40.00	\$30.00	\$ _____
_____	(6) Couch (choose color)    Black    Brown .....	\$275.00	\$200.00	\$ _____
_____	(7) Loveseat (choose color)    Black    Brown .....	\$200.00	\$125.00	\$ _____
_____	(8) Chair (choose color)    Black    Brown .....	\$125.00	\$75.00	\$ _____
_____	(9) Round Coffee Table.....	\$95.00	\$75.00	\$ _____
_____	(10) Black Executive Chair.....	\$85.00	\$65.00	\$ _____

### SAVE \$50.00 FOR FULL SET FURNITURE RENTAL

Limited quantities available on some items. Please check furniture color where indicated. If not checked, Sunbelt will bring what is available (brown or black).  
(Large Furniture may not be available for floor orders. Please check with a Sunbelt Representative)

*If you need an item not seen/listed here we may still have it or be able to get it for you. Call us !!!*

**DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COSTS PLUS RENTAL FEES**



**Can be rented as the set or separately.  
Complete set rental (this item only) discounted.**

**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 = \$ \_\_\_\_\_

SET-UP AND DISMANTLE LABOR RATES PER LABORER

STRAIGHT TIME IS MONDAY - FRIDAY 8:00 AM - 4:00 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 (per in/out) IS BILLED IN 1/2 HOUR INCREMENTS.

# LABORERS REQUESTED	LABOR	REGULAR TIME	OVERTIME	TOTAL
_____	EXHIBITOR SUPERVISED INSTALLATION	\$50.00	\$70.00	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$50.00	\$70.00	_____
_____	SUNBELT SUPERVISED INSTALLATION(ok to proceed)	\$60.00	\$85.00	_____
_____	SUNBELT SUPERVISED DISMANTLE	\$60.00	\$85.00	_____

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 or attached to boxes/shipments prior to the event closing.

FORKLIFT/BOOMLIFT RIGGING EQUIPMENT & LABOR

REGULAR TIME	8:00AM to 4:30PM - Monday - Friday
OVERTIME	6:00AM - 8:00AM and 4:30pm - 12:00am Monday Through Friday 6:00AM to 12:00 Midnight Saturday and Sunday
DOUBLE TIME	12:00 midnight to 6:00 AM and Recognized Holidays

	<u>PREORDER</u>	<u>ONSITE ORDER</u>	<u>OVERTIME</u>
BOOMLIFT WITH DRIVER	\$300.00 PER HOUR	\$350.00 ONSITE	\$450.00 OVERTIME
FORKLIFT WITH DRIVER	\$250.00 PER HOUR	\$300.00 ONSITE	\$375.00 OVERTIME

INSTALLATION TIME	_____ X _____ = _____	\$ _____
	# OF FORK/BOOM    # OF HOURS    TOTAL HOURS	COST ESTIMATE
DISMANTLE TIME	_____ X _____ = _____	\$ _____
	# OF FORK/BOOM    # OF HOURS    TOTAL HOURS	COST ESTIMATE

SHOW SITE PRICES WILL APPLY TO ALL LABOR AND EQUIPMENT RENTAL ORDERS PLACED AT THE SHOW SITE AND WILL BE SCHEDULED AROUND PREORDERS. ONE HOUR MINIMUM THEN CHARGED IN HALF HOUR INCREMENTS PER INSTALLATION/ DISMANTLE WHICH ARE TWO DIFFERENT ORDERS.



# FREIGHT HANDLING RATE & SHIPPING INFORMATION

SHIP PREPAID ONLY - COLLECT SHIPMENTS WILL BE REFUSED

ALL SHIPMENTS MUST ARRIVE AT LEAST SEVEN (7) BUSINESS DAYS PRIOR TO THE SHOW DATE. SHIPMENTS ARRIVING AFTER THIS TIME WILL BE SUBJECT TO AFTER DEADLINE PRICING. A 25% ADDITIONAL SURCHARGE WILL BE ASSESSED FOR SPECIAL TRIPS, HANDLING SHIPMENTS ARRIVING AT THE WAREHOUSE AFTER THE INITIAL INSTALLATION DATE. IF LATE FREIGHT ARRIVES FOR A EVENT OUTSIDE OF THE LITTLE ROCK AREA, AN ADDITIONAL SPECIAL DELIVERY FEE OF \$100 WILL BE ASSESSED FOR DELIVERY.

Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers.

This does not include actual shipping rates. Please contact your carrier for shipping rates.

## HANDLING RATES

ALL RATES ARE BASED ON INBOUND WEIGHTS ONLY

Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment. Minimum \$100.00.

**Material Handling 26 lbs. - 1000lbs.....** \$ .60 per pound  
Rate applies to shipments arriving in our warehouse 7 business days or more prior to show date  
minimum \$100

**Material Handling over 1000 lbs.....** \$ .50 per pound  
Rate applies to shipments arriving in our warehouse 7 business days or more prior to show date

**Material Handling - After Deadline .....** minimum \$100 or 25% whichever is greater  
Rate applies to shipments arriving within 6 business days before the start of the show

**Outbound Material Handling .....** minimum \$50 or 25% whichever is greater

**Material Handling - 25 lbs and under .....** \$30.00 per shipment  
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 25 pounds or less.

**PLEASE SHIP TO THE SUNBELT WAREHOUSE ONLY. SHIPMENTS TO THE EVENT CENTER MAY BE REFUSED!!!**

- 1) All shipments must be cosigned to Sunbelt Convention Services and be received at Sunbelt Convention Services. The convention sites may not receive freight and may refuse shipments. On-site deliveries may only be available at specific events. Please check with Sunbelt Convention Services BEFORE shipping your freight direct to the venue. Specific dates/times may also be issued for on-site deliveries.
- 2) All shipments must have a bill of lading or delivery slip (i.e. FedEx, UPS). All freight must also have the Company name, Event name, and Contact information. Even drop ships MUST have this information listed.
- 3) Event sites may not accept freight and may refuse it.
- 4) Sunbelt Convention Services will not be responsible for piece count or condition of shipments after it has been placed in the exhibit area, before or during installation time, at the conclusion of the event or prior to taking physical count and possession in preparation of moving such materials.
- 5) **INSURANCE:** Sunbelt Convention Services will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation times, 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 Convention Services from responsibility for concealed and/or apparent damage to uncrated or unskidded materials.
- 6) Make certain all of your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the event.
- 7) All outbound shipments must be tendered with a bill of lading and prepared for outbound shipping. (i.e. boxed, shrink wrapped with labels attached. There will be an additional charge if this is not done.
- 8) Exhibits left on the show floor without return instructions will be returned to our warehouse and held for disposition at an additional charge.

**Freight is accepted at the warehouse Monday through Friday between the hours of 8:00am - 4:30pm CST.**

Ship To:

Exhibiting Company Name/ Booth#  
SHOW NAME  
c/o Sunbelt Convention Services  
409 Collins Street  
Little Rock, AR 72202

SHIPMENT	TOTAL WEIGHT		PRICE PER LB.		TOTAL COST
<u>1</u>	_____	X	_____	=	_____
<u>2</u>	_____	X	_____	=	_____
<u>3</u>	_____	X	_____	=	_____
<u>4</u>	_____	X	_____	=	_____
<u>5</u>	_____	X	_____	=	_____
<u>OUTBOUND SHIPMENT</u>	_____	X	_____	=	_____

PLEASE ADD TOTAL COST OF  
EACH SHIPMENT TOGETHER AND  
INCLUDE THIS TOTAL ON THE  
PAYMENT PAGE.

**TOTAL SHIPPING COST:**

\$ \_\_\_\_\_

if additional shipment lines are needed, please use 2 pages.

**PAYMENT FORM**

*Payment in full must accompany each order. All orders are subject to current sales tax. To qualify for advanced order pricing, payment and order forms MUST be made/received in our office five (5) BUSINESS 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 and you will also receive a credit card receipt at that time. If a itemized receipt is required there will be a \$25 charge. Please include this amount in the payment information below.*

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

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

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

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

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

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

PLEASE CHECK ONE: Visa MasterCard Discover Amex

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

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

Card Address \_\_\_\_\_ City \_\_\_\_\_ STATE \_\_\_\_\_

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

I authorize Sunbelt Convention Services to charge my credit card above for agreed upon purchases.

I understand that my information will be saved to file for all additional transaction/item additions on my account.

Rental Totals ..... \_\_\_\_\_

Freight Handling ..... \_\_\_\_\_

Labor Services ..... \_\_\_\_\_

Itemized receipt required - add \$25..... \_\_\_\_\_

Total: \_\_\_\_\_

Add 9.625% Sales Tax (lr, str. pc, ar) + \_\_\_\_\_

SUBTOTAL: = \_\_\_\_\_

Add 3% Credit Card Processing fee (if applicable) + \_\_\_\_\_

TOTAL PAYMENT: = \_\_\_\_\_

PLEASE DOUBLE CHECK YOUR BILLING INFORMATION!!!

THERE WILL BE A \$40 PROCESSING FEE ADDED ON ALL DECLINED CREDIT CARDS

*Payment by check must arrive 5 business days prior to show move in date to guarantee items are placed in your booth at the advanced order pricing. Any orders received after five business days prior to the show will be billed at floor pricing and you agree that the credit card on files will be used to cover the difference in cost.*

Please send this payment form, along with payment and appropriate order forms to:  
**SUNBELT CONVENTION SERVICES, 409 COLLINS ST., LITTLE ROCK, ARKANSAS 72202**  
 ph. 501-244-9955 sunbelt4u@gmail.com fax. 501-244-9995

(This section office use only)	Date processed-	processed by -	CC authorization code -
--------------------------------	-----------------	----------------	-------------------------

**ON-SITE USE ONLY**

All services preformed 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!**