

**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/ skirt	\$40.00	\$35.00	_____
_____	6' Table w/skirt	\$45.00	\$40.00	_____
_____	8' Table w/ skirt	\$50.00	\$45.00	_____
_____	40" raised Table skirt	\$35.00	\$25.00	_____
_____	Skirting Only	\$5.00/ft	\$4.00/ft	_____

PLEASE INDICATE COLOR PREFERENCE:

Beige Black Blue Burgundy Gold Green Grey Navy Purple Red Teal White

### 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>
_____	10ft x 10ft	\$ 80.00	\$ 60.00	_____
_____	10ft x 20ft	\$120.00	\$100.00	_____
_____	10ft x 30ft	\$140.00	\$120.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$0.40 cents per square foot.

PLEASE INDICATE COLOR PREFERENCE : black/ navy/ blue/ burgundy/ green/grey/red/tuxedo/

### 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	_____

\_\_\_\_\_ BOOTH CLEANING Includes: vacuum carpet /empty wastebasket. Carpet cleaned when delivered to booth. Additional daily carpet cleaning at a cost of \$.25 cents per square ft .  
 \$.25 cents per square ft per day x \_\_\_\_\_ days = \$ \_\_\_\_\_

**SUNBELT CONVENTION SERVICES INC.**  
**EXHIBITOR RENTAL FORM PAGE 2**

**SPECIALTY ITEMS**

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Plastic Folding Chair	\$10.00	\$ 5.00	_____
_____	Padded Chair w/arms	\$30.00	\$20.00	_____
_____	Padded Counter high Stool	\$40.00	\$30.00	_____
_____	Easel	\$15.00	\$10.00	_____
_____	Wastebasket w/liner	\$10.00	\$ 5.00	_____
_____	6' Table Top Riser	\$15.00	\$10.00	_____
_____	8' Table Top Riser	\$20.00	\$15.00	_____
_____	30" banquet Table w/cover	\$40.00	\$30.00	_____
_____	40" cocktail table w/ cover	\$40.00	\$30.00	_____
_____	3' High Masking Drape	\$4.00/ft	\$3.00/ft	_____
_____	8' High Masking Drape	\$5.00/ft	\$4.00/ft	_____
_____	Mannequin Torso w/stand	\$50.00	\$40.00	_____
_____	2ft x 8ft Grid Panels	\$40.00	\$30.00	_____

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

**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.....	\$ 75.00
201-300 lbs.....	\$ 150.00
301-400 lbs.....	\$ 200.00
401-500 lbs.....	\$ 250.00
500 lbs.' and over.....	\$ 50.00 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.*

**SUNBELT CONVENTION SERVICES INC.**  
**EXHIBITOR RENTAL FORM PAGE 3**

**SET-UP AND DISMANTLE LABOR ORDER**

**SERVICE A: SUNBELT SUPERVISION**

\_\_\_\_\_Sunbelt is authorized to erect our display prior to our arrival for a period of \_\_\_\_\_hours, employing \_\_\_\_\_ laborers. Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt. We understand that all work will be done on straight time when possible. Sunbelt will contact our representative for instructions in the event of shortage in shipment or damage. Shipping information will be sent to Sunbelt.

\_\_\_\_\_We authorize the same service to dismantle and pack our display for a period of \_\_\_\_\_hours, employing \_\_\_\_\_ laborers. Instructions for shipping, address, and bill of lading will be left at the Sunbelt Service Desk prior to closing of event.

**RATES**

STRAIGHT TIME \_\_\_\_\_ \$50.00 PER HOUR  
OVERTIME \_\_\_\_\_ \$75.00 PER HOUR  
(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY, SUNDAY, AND HOLIDAYS) NOTE: STARTING TIME FOR ALL LABOR IS 8:00 A.M. - ONE HOUR MINIMUM PER LABORER

**SERVICE B: EXHIBITOR SUPERVISION**

\_\_\_\_\_We request \_\_\_\_\_ laborer(s) to erect our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date)\_\_\_\_\_ at (time)\_\_\_\_\_ a.m./p.m., for a period of \_\_\_\_\_ hours.

\_\_\_\_\_We request \_\_\_\_\_ laborer(s) to dismantle and pack our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date)\_\_\_\_\_ at (time)\_\_\_\_\_ a.m./p.m. , for a period of \_\_\_\_\_ hours

**RATES**

STRAIGHT TIME \_\_\_\_\_ \$40.00 PER HOUR  
OVERTIME \_\_\_\_\_ \$60.00 PER HOUR  
(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY AND SUNDAY AND HOLIDAYS) EXHIBITORS MUST COME TO THE SUNBELT DESK TO SIGN IN AND OUT FOR LABORERS

**SUNBELT CONVENTION SERVICES**  
**EXHIBITOR RENTAL FORM PAGE 4**

**PAYMENT FORM**

*Payment in full must accompany each order. All orders are subject to Sales Tax. To qualify for advance order pricing, payment must be made in our office one week 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.*

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

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

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

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

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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

PLEASE CIRCLE ONE: Visa      MasterCard      Discover      Amex

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

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

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

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

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

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

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

10 % sales tax / little rock, 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

**ON-SITE SUNBELT/VENDOR USE ONLY:**

All services performed by Sunbelt staff and/or all equipment provided by Sunbelt are found to be satisfactory and in good working condition.

Vendor Signature \_\_\_\_\_ Booth # \_\_\_\_\_ Date \_\_\_\_\_