



1155 East Bianchi Road Stockton CA 95210

(209) 464-0560 PH (209) 465-7790

TINA@AmericanEventRentals.com

TO: Exhibitor

FROM: Tina Becerra  
American Convention & Exposition Services

RE: 2010 Ventura Spring Home & Garden Show  
March 19 - 21, 2010

American Convention & Exposition Services is pleased to have been selected as your Trade Show Decorator. We look forward to working with you to help maximize your marketing and sales efforts at the show.

**Your booth package includes:**

- One (1) 8' Back wall
- Two (2) 3' Side wall
- One (1) 7" x 44" Booth ID sign
- One (1) 500 Watt Outlet
- **outside booths do not include** drapes and sign

**Special Savings**

To take advantage of American's "advance price" complete the form and send with full payment before **March 5, 2010**. The "floor price" will be charged for orders received after this date.

**Freight**

Should you need assistance with shipping or storing your booth, American is ready to help you. Please contact us for the appropriate forms to help with your special booth and/or shipping needs.

**All decorating orders must be placed before March 5, 2010. There will not be a service desk or opportunity to place orders at the show.**

**Final Note**

- Do not staple, tape or pin anything to drapery.
- Sign hooks are available to hang items over the pipe.
- Any drapes, furnishings or rental items damaged or missing from your booth after the show will be charged to you at replacement costs.
- After the show remove all company belongings from the rental items, especially off carpets and tables.
- Call us at (209) 464-0560



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**FURNITURE & ACCESSORIES**

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**TABLES**      Wooden display tables - 24" wide - 32" high  
 Counter height tables are 24" wide - 42" high

**CARPET      Black Only**

QTY.	DESCRIPTION	RENTAL PRICES	
		BEFORE 3/5	FLOOR PRICE
	4' LONG TABLE - SKIRTED	\$45.00	<b>\$55.00</b>
	4' LONG TABLE - NOT SKIRTED	\$25.00	<b>\$30.00</b>
	6' LONG TABLE - SKIRTED	\$55.00	<b>\$70.00</b>
	6' LONG TABLE - NOT SKIRTED	\$30.00	<b>\$61.00</b>
	8' LONG TABLE - SKIRTED	\$70.00	<b>\$85.00</b>
	8' LONG TABLE - NOT SKIRTED	\$35.00	<b>\$45.00</b>
	4' LONG COUNTER - SKIRTED	\$55.00	<b>\$70.00</b>
	4' LONG COUNTER - NOT SKIRTED	\$35.00	<b>\$40.00</b>
	6' LONG COUNTER - SKIRTED	\$65.00	<b>\$80.00</b>
	6' LONG COUNTER - NOT SKIRTED	\$40.00	<b>\$45.00</b>
	8' LONG COUNTER - SKIRTED	\$70.00	<b>\$85.00</b>
	8' LONG COUNTER - NOT SKIRTED	\$45.00	<b>\$50.00</b>
	48" ROUND TABLE - PLAIN	\$42.75	<b>\$55.00</b>
	60" ROUND TABLE - PLAIN	\$49.00	<b>\$61.00</b>
	72" ROUND TABLE - PLAIN	\$55.00	<b>\$67.25</b>
	COCKTAIL TABLE (30" HIGH)	\$36.75	<b>\$49.00</b>
	COCKTAIL TABLE (42" HIGH)	\$49.00	<b>\$61.00</b>
	5' SERPENTINE TABLE - PLAIN	\$61.00	<b>\$73.25</b>

QTY.	DESCRIPTION	RENTAL PRICES	
		BEFORE 3/5	FLOOR PRICE
	9' x 10'	\$ 95.00	<b>\$120.00</b>
	9' x 20'	\$ 170.00	<b>\$220.00</b>
	9' x 30'	\$ 250.00	<b>\$330.00</b>

QTY	DESCRIPTION	RENTAL PRICES	
		BEFORE 3/5	FLOOR PRICE
	PADDED STOOLS	\$36.00	\$45.00
	PADDED CHAIR	\$20.00	\$25.00
	FOLDING CHAIR	\$ 5.00	\$ 8.00
	EASEL (ALUMINUM)	\$25.00	\$35.00
	WASTEBASKET	\$10.00	\$12.00

**PIPE & DRAPE**      **ORDERS MUST BE PLACED A MIN. OF 7-DAYS IN ADVANCE**

QTY.	DESCRIPTION	RENTAL PRICES	
		BEFORE 3/5	FLOOR PRICE
	PIPE SET: (1) Adj. Slider Pole, (2) 8' Uprights, (2) Lg. Baseplates	\$21.00	<b>\$31.00</b>
	3' tall drape - <i>includes hardware</i>	\$8.00/ft.	<b>\$10.00/ft.</b>
	8' tall drape - <i>includes hardware</i>	\$10.00/ft.	<b>\$12.00/ft.</b>

**Skirting is available in the following colors:**

- Black     Blue     Teal     White     Red

**Drape is available in the following colors:**

- Black     Blue     Teal     White  
 Red

**LINEN**      **ORDERS MUST BE PLACED A MIN. OF 7-DAYS IN ADVANCE CALL FOR COLOR SELECTIONS**

**CUSTOMER MUST CALL TO CONFIRM  
 FAX ORDER HAS BEEN RECEIVED**

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Date: \_\_\_\_\_      Booth # \_\_\_\_\_

**Payment policy:** Orders are confirmed with payment in full. Floor Price will be charged for any orders received in our office after March 5, 2010.  
**ALL CREDIT CARD DEPOSITS ARE NON-REFUNDABLE  
 NO REFUNDS**

<b>TOTAL DUE:</b>	_____
<b>FOR OFFICE USE ONLY</b>	CONTRACT #:



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# TENT RENTAL ORDER FORM

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## 10' Width Legend Style Tent

	BEFORE 3/5	FLOOR PRICE	
_____ 10' x 10'	\$137	\$157	\$ _____
_____ 10' x 20'	\$231	\$255	\$ _____
_____ 10' x 30'	\$345	\$413	\$ _____
_____ 10' x 40'	\$475	\$570	\$ _____
_____ 10' x 50'	\$556	\$668	\$ _____

**All tents poles are 8' high.**

*All tent pricing includes water barrel anchors & safety package.*

## 20' Width Legend Style Tent

	BEFORE 3/5	FLOOR PRICE	
_____ 20' x 20'	\$275	\$330	\$ _____
_____ 20' x 40'	\$650	\$710	\$ _____
_____ 40' x 40'	\$1300	\$1625	\$ _____
_____ 40' x 60'	\$1950	\$2400	\$ _____

**All tents poles are 8' high.**

*All tent pricing includes water barrel anchors & safety package.*

## Sidewalls (10' sections in width)

	BEFORE 3/5	FLOOR PRICE	
_____ 10' Section	\$18	\$25	\$ _____

**All tents poles are 8' high.**

*All tent pricing includes water barrel anchors & safety package.*

**PAYMENT POLICY:** Orders are confirmed with payment in full. Floor price will be charged for any order received in our office after **March 5, 2010**. **All charge card deposits are non-refundable.**

**CANCELLATION:** The rental fee will be forfeited on orders cancelled after delivery to booth.

**CUSTOMER MUST CALL TO CONFIRM  
 FAX ORDERS**

## Permits

Please be aware any tent or canopy that is 200 sq. feet or larger requires a fire permit. If the tent you order is larger than 200 sq. feet fill out the form and fax it to us. We will pull the permit (s) and notify you with the price.

## Do it yourself E-Z Up Canopies

	BEFORE 3/5	FLOOR PRICE	
_____ 10' x 10'	\$100	\$125	\$ _____
_____ 10' x 20'	\$200	\$250	\$ _____

## E-Z Up Sidewalls (10' sections in width)

	BEFORE 3/5	FLOOR PRICE	
_____ 10' Section	\$10	\$15	\$ _____

**All tents poles are 8' high.**

*All tent pricing includes water barrel anchors & safety package.*

**SPECIAL ORDERS:** Call for prices on **freight, special material handling, custom signs, and banners.**

**NOTICE:** Separate your belongings from rental items at the end of the show. Items left on rental equipment after the show are at your own risk. Any drapes, furnishings and/or electrical equipment damaged or missing from your booth after the show will be charged to you at replacement costs.

**Total of Tent Order \$ \_\_\_\_\_**



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PAYMENT POLICY & AUTHORIZATION

THIS FORM & PAYMENT MUST ACCOMPANY ALL ORDERS PLACED WITH AMERICAN CONVENTION & EXPOSITION SERVICES

Orders(with payment) must be received by the deadline of MARCH 5, 2010 to received the dicsounted rate. Payments must be paid in full prior to services preformed or items delivered to the booths. EXHIBITORS ARE NOT BILLED FOR SERVICES OR ITEMS. In the event that the totals are calculated incorrectly. American Convention & Expostion Services reserves the right to make the necessary corrections and charge the correct amount. Exhibitors will be notified either by telephone, fax or e-mail of of any such corrections. Credit will not be given for services(s) ordered and not used . All material and equipment furnished by American Convention & Expositon Services is done on a rental basis only and remains the property of American Convention & Expostion Services. A 5% handling fee will be assessed for all refunds. Plus A cancellation fee of 25% will be charged for any cancellation five (5) to ten (10) business days prior to Exhibitor move-in. A cancellation Fee of 50% will be charged for orders cancelled less than five (5) business days from the event. There will be no refunds after the close of the show for unused equipment and/or servises.

PLEASE PRINT CLEARLY or TYPE THE INFORMATION

FORM OF PAYMENT:

Check (#) MasterCard Visa

Credit Card # [grid]

Exp. Code: [grid]

Security Code: [grid]

Name on the card:

Authorized Signature:

Billing Address (of credit card):

City: State: Zip:

Tel: Fax:

Unless advised otherwise, we will use this authorization to bill your account for additional goods or services incurred during the event. Exhibitor must advise service desk of any discrepancies prior to the close of show. Please check all that apply:

- Use this account for additional services at this show.
No additional people are allowed to sign on this account.
The Cardholder hereby authorizes the following people to sign on the above account for any additional charges incurred at show site:

Please enter the Totals from the appropriate forms:
Furniture/ Accessories Total: \$
Tent Order Total: \$
Grand Total \$

COMPANY/EXHIBITOR: BOOTH #:

ORDERED BY: DATE: / /

COMPANY ADDRESS:

CITY: STATE: ZIP:

TEL: FAX:

E-MAIL: