DECORATING AND INSTALLATION ORDER FORM

MAIL OR FAX ORDER FORM TO:

Ballantine Management Group
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Tel: 540-548-5555 x 108
Fax: 540-548-5577
Email: csilversmith@bmg1.com

Event Name: **2018 FAAR EXPO**
Event Dates: **September 12th, 2018**

Company Name: _____

Billing Address: _____

_____

Contact: _____

Email: _____

Phone: _____ Fax: _____

DECORATING SERVICES

	ADVANCE PAYMENT DEADLINE DATE:	**WEDNESDAY August 29th**		
Qty.	**Description**	**Advance Price / Item**	**Regular Price / Item**	**Total Amount**
Booth Package:	1 - 8' Backdrop, 2 - 3' Side Rails, 1 - 6' T/S Table, 2 – Chairs, 1 - Wastebasket, 1-ID Sign			
	8' Table (topped and skirted)	$65.00	$75.00	
	6' Table (topped and skirted)	$55.00	$65.00	
	4' Table (topped and skirted)	$41.00	$50.00	
	Any Table (topped & skirted) , 42" High	Add $37.00	Add $44.00	
	8' Table (no top or skirt)	$30.00	$34.00	
	6' Table (no top or skirt)	$23.00	$28.00	
	4' Table (no top or skirt)	$20.00	$22.00	
	Padded Chairs	$14.00	$17.50	
	Folding Chairs	$7.00	$8.00	
	Counter Stools	$18.00	$21.00	
	Waste Basket	$7.00	$8.00	
	Carpet 9' x 10'	$70.00	$80.00	
	Carpet 9' x 20'	$112.00	$138.00	
	Carpet 20x20 or larger	$ .50/ sq. ft.	$ .70/ sq. ft.	
	Carpet Padding per 9'x10'	$50.00		
	3' Drape per running foot (Additional)	$2.75		
	8' Drape per running foot (Additional)	$3.25		
			Subtotal:	
			5.3% Sales Tax:	
			Total Due:	

If you need an item that is not listed above, contact Exhibitor Services @ 540-548-9239 or csilversmith@bmg1.com

PAYMENT INFORMATION:

CREDIT CARD: ___ VISA ___MC ____AMEX ____DISC CREDIT CARD #: _____

PRINT NAME: _____ EXP DATE: _____CVC: _____
(As it appears on card)

SIGNATURE: _____

PERSONAL CHECK: CHECK NUMBER _____
(checks payable to: Ballantine Management Group]

Thank you for choosing the Fredericksburg Expo & Conference Center!

FOR OFFICE USE ONLY

DATE REC'D: _____ ***REC'D BY:*** _____

AMT REC'D: _____

METHOD OF PAYMENT: _____