

VEAL CONVENTION SERVICES, INC.

3016 8TH Avenue North
Birmingham, Alabama 35203

www.vealconventionservices.com

Telephone: 205-328-1010
Facsimile: 205-328-1012

RENTAL FURNITURE & ACCESSORIES ORDER FORM

TO RECEIVE ADVANCE ORDER PRICES, THIS FORM MUST BE COMPLETED AND RETURNED TO VCS WITH PAYMENT NO LATER THAN 72 HOURS BEFORE THE SHOW DATE.

TABLES Bare	Advance Order	Floor Order
Quantity		
_____ 4ft by 2ft	\$ 20	\$ 40
_____ 6ft by 2ft	\$ 30	\$ 30
_____ 8ft by 2ft	\$ 40	\$ 60
_____ 30in round	\$ 40	N/A
_____ 60in round	\$ 40	N/A

Counter-height (42") tables add \$ 20.

TABLES Skirted	Advance Order	Floor Order
Quantity		
_____ 4ft by 2ft	\$ 45	\$ 75
_____ 6ft by 2ft	\$ 45	\$ 65
_____ 8ft by 2ft	\$ 45	\$ 75
_____ 30in round	\$ 45	N/A
_____ 60in round	\$ 45	N/A

Skirt Color: _____

CHAIRS	Advance Order	Floor Order
_____ Folding	\$ 10	\$ 10
_____ Side	\$ 25	\$ 35
_____ Arm	\$ 25	\$ 35
_____ Barstool	\$ 40	\$ 60

CARPET	Advance Order	Floor Order
_____ 10ft x10ft	\$ 65	\$ 95
_____ 10ft x20ft	\$ 125	\$ 185
_____ X_____ @ \$ 2 per square foot _____		

Carpet Color (Please circle one): Blue Black Gray
Please ask about availability of other colors.

OTHER	Advance Order	Floor Order
_____ 6ft riser	\$ 49	N/A
_____ Easel	\$ 19	\$ 29
_____ Wastebasket	\$ 9	\$ 19
_____ 42in Flat/LCD monitor with stand	\$195/per day	
_____ Tape (1 roll)	\$ 12	\$ 16

	Advance Order	Floor Order
_____ DVD player with monitor	\$ 195 /per day	
_____ 23in Flat/LCD monitor	\$ 95 /per day	
___V___H Message Board (4'x8')	\$ 99	N/A
___V___H Pegboard (4'x8')	\$ 99	N/A
_____ Sign Hooks (6)	\$ 1	\$ 2

SIGNS & BANNERS (Advance Order Only)

_____ 24in by 36in full-color foamcor sign using digital inkjet processing (produced from customer's artwork after proof)	\$39
_____ 2ft by 8ft full-color foamcor sign using digital inkjet processing (produced from customer's artwork after proof)	\$99
_____ 2ft by 8ft full-color vinyl banner using digital inkjet processing (produced from customer's artwork after proof)	\$99
_____ 3ft by 8ft full-color vinyl banner using digital inkjet processing (produced from customer's artwork after proof)	\$149
_____ 4ft by 8ft full-color vinyl banner using digital inkjet processing (produced from customer's artwork after proof)	\$179

Vertical Banner Stands, Pop-Up Displays, and other display equipment available

Total Charges: Subtotal \$ _____ plus 10% Rental Tax Surcharge \$ _____ equals Total Due \$ _____

Elite Events Bridal Shows 2010 - Show Location: _____ Date: _____

FIRM: _____ PHONE # _____ FAX # _____

ADDRESS: _____

Check

Credit Card (Complete "Payment Policy Form")

I AGREE TO THE "RENTAL TERMS AND CONDITIONS" AND AUTHORIZE VCS TO CHARGE THE CREDIT CARD ON FILE AS PER THE SEPARATELY COMPLETED "PAYMENT POLICY FORM" FOR THE ABOVE SERVICES:

AUTHORIZED BY (PRINT NAME): _____

SIGNATURE: _____ DATE: _____

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PAYMENT POLICY

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES

NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE

- 1. Advance orders:** For your order to be processed and to receive discount pricing, full payment of cash, check or credit card must accompany your order. Purchase orders do not qualify for Advance Prices. Payment must accompany order to qualify for Advance Prices.
- 2. Show Site Orders:** Services ordered at the show site will not be processed without full payment at the time the order is placed.
- 3. Third Party Orders:** If you contract your work to a display or exhibit house and require services from Veal, the payment policy stated above applies. Please pass this information on to them.
- 4. Shipping Freight to Warehouse or Show Site and/or Ordering Rigging or I&D Labor:** If you will be shipping to our warehouse or show site, and/or ordering installation and dismantling labor or rigging labor: YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW. OUR SERVICE WILL NOT BE PERFORMED UNLESS WE HAVE THIS COMPLETED AND RETURNED TO OUR OFFICE.
- 5. ALL CHARGES MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY EITHER CASH, CHECK OR CREDIT CARD.**
6. If rigging labor is needed on move-out or you will be using dismantling labor, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you, if requested, within 10 days of close of show.
7. International exhibitors must pay for all services in U.S. Funds prior to show closing. A \$20.00 surcharge will be added for processing checks drawn on foreign banks.

Elite Events Bridal Shows 2010 – Show Location: _____ **Date:** _____

FIRM: _____ PHONE # _____ FAX # _____

ADDRESS: _____

AUTHORIZED BY (PRINT NAME): _____ SIGNATURE: _____

CREDIT CARD PROCEDURE FORM (To be used for Veal Convention Services, Inc. Only)

Charge (Check one):

Mastercard Visa American Express Discover

Expiration date: / (*Indicate four numbers above name)

Account No.

Signature: _____ Print Cardholder's Name: _____

Cardholder's billing address: _____

Email address: _____