

# DECORATING AND INSTALLATION ORDER FORM

MAIL OR FAX ORDER FORM TO:



**Fredericksburg Expo  
& Conference Center**  
2371 Carl D. Silver Parkway  
Fredericksburg, VA 22401  
Tel: 540-548-5555  
Fax: 540-548-0552

## DECORATING SERVICES

Event Name: **Virginia Turfgrass Council 2010 Tradeshow**  
 Event Dates: **January 19th - 20th, 2010** Booth #: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b>ADVANCE PAYMENT DEADLINE DATE :</b>		<b>TUESDAY JANUARY 5th, 2010</b>		
<b>Qty.</b>	<b>Description</b>	<b>Advance Price / Item</b>	<b>Regular Price / Item</b>	<b>Total Amount</b>
<b>Booth Package Includes:</b>	(1) Topped and Skirted table, (2) Chairs, (1) Waste-basket, and (1) ID Sign			
	8' Table (topped and skirted)	\$61.00	\$71.00	
	6' Table (topped and skirted)	\$50.00	\$60.00	
	4' Table (topped and skirted)	\$38.00	\$45.00	
	Any Table (topped & skirted) , 42" High	Add \$34.00	Add \$40.00	
	8' Table (no top or skirt)	\$25.00	\$29.00	
	6' Table (no top or skirt)	\$20.50	\$25.00	
	4' Table (no top or skirt)	\$18.50	\$21.50	
	Padded Chairs	\$14.00	\$17.50	
	Folding Chairs	\$7.00	\$8.00	
	Counter Stools	\$16.50	\$19.50	
	Waste Basket	\$7.00	\$8.00	
	Carpet 9' x 10'	\$66.00	\$78.00	
	Carpet 9' x 20'	\$104.00	\$125.50	
	Carpet - 20x20 or Larger	\$.60/ sq. ft.	\$.90/ sq. ft.	
	3' Drape per running foot (Additional)	\$2.50		
	8' Drape per running foot (Additional)	\$2.95		
			<b>Subtotal:</b>	
			<b>5% Sales Tax:</b>	
			<b>Total Due:</b>	

**If you need an item that is not listed above, please contact Casey Silversmith at 540-548-5555 ext 108**

### PAYMENT INFORMATION:

**CREDIT CARD:** \_\_\_ VISA \_\_\_ MC \_\_\_ AMEX \_\_\_ DISC CREDIT CARD #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
(As it appears on card)

EXPIRATION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**PERSONAL CHECK:** CHECK NUMBER \_\_\_\_\_  
(checks payable to: Fredericksburg Expo Center, LLC)  
Thank you for choosing the  
Fredericksburg Expo & Conference Center!

<b>FOR OFFICE USE ONLY</b>	
DATE REC'D: _____	REC'D BY: _____
AMT REC'D: _____	
METHOD OF PAYMENT: _____	