

Event Power
 5704-B MacArthur Dr.
 North Little Rock, AR 72118
 (501) 351-5837

ADVANCE ORDERS MUST BE PLACED BY MAY 31. ORDERS AFTER JUNE 5 WILL BE BILLED AT FLOOR RATES.

EVENT DATE June 12-13, 2010 BOOTH# _____
 NAME OF EVENT Arkansas Women's Show – Verizon Arena
 COMPANY NAME _____
 CONTACT NAME _____ PHONE / FAX _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____

ELECTRICAL ORDER FORM

- ALL ADVANCED ORDERS MUST BE PLACED BY MAY 31. ORDERS AFTER MAY 31 WILL BE BILLED AT FLOOR RATES.
- RATES INCLUDE POWER OUTLETS ONLY.
- RATES DO NOT INCLUDE EXTENSION CORDS.
- LABOR TO HARD-WIRE EQUIPMENT WILL BE BILLED AT \$60.00 PER HOUR AND WILL BE BILLED AT 1/2 HOUR INCREMENTS.

Quantity	Description	Advance order	Floor order	Total
	15 AMP 120V	\$65.00	\$90.00	
	20 AMP 120V	\$75.00	\$100.00	
	30 AMP SINGLE PHASE	\$125.00	\$175.00	
	60 AMP SINGLE PHASE	\$200.00	\$250.00	
	30 AMP THREE PHASE	\$150.00	\$200.00	
	60 AMP THREE PHASE	\$290.00	\$320.00	

TERMS AND CONDITIONS

1. All exhibitor equipment must comply with the National Electric Code, and all federal, state, and local safety codes.
2. All exhibitor-owned 120-volt cords must be 3 wire and grounded.
3. Rates for all connections include bringing one service connection to the booth in the most convenient manner and does not include connecting equipment or wiring.
4. All material and equipment furnished by Event Power for the service ordered shall remain the property of Event Power and shall be removed by Event Power staff only at the close of the show. A replacement fee will be charged to the exhibitor for any Event Power-supplied equipment removed from the booth.
5. Payment must accompany the order. Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for services installed and not used.

Final Signature _____ Date _____ Total Charges _____

Payment must accompany the order to receive advance order rates. Payment in full must be rendered prior to hook up. Credit will not be given for utility service installed and not used.

Send this completed form with payment to the address at the top of the page. Make check payable to EVENT POWER or pay by credit card.			
<input type="checkbox"/> Check	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Credit Card # _____	Expiration Date _____	V Code _____	
Print Name _____	Authorized Signature _____		

For electrical questions call J.R. with Event Power: 501-351-5837.



verizon ARENA
Internet/Phone Order Form

Event: ARKANSAS WOMEN'S SHOW
 Date: Saturday, June 12th and Sunday, June 13th, 2010
 Company/Booth Name: _____
 Booth Number: _____
 Contact Name: _____
 Phone # _____

Wireless Internet Access \$40.00 Per Connection
 Hardwired Internet Access: Arena Floor ONLY \$75.00 Per Connection
 Standard Phone Line \$200.00 Per Connection
 *Additional \$35.00 charge for Floor Orders (See below)

Please indicate your service requirements below:

Booth #	Type of Service Required	Quantity

Orders must be received by 5:00pm CST, Wednesday, June 9, 2010, to secure standard rate.

*Floor order applies to all orders received after 5:00pm CST, Wednesday, June 9th, 2010.

Payment accepted by Credit Card only, Fax this form to Nita Danaher @ 501-975-9003. Charges are not done until day of show. Receipt will be given at show.

Visa, Master Card or American Express:

Name on Card: _____

Card # _____

Expiration: _____ Security #: _____

For Questions Call Nita Danaher-501-975-9243

SUNBELT CONVENTION SERVICES INC.
409 Collins Street, Little Rock, Arkansas 72202
 Phone: (501) 244-9955 Fax: (501) 244-9995 e-mail: sunbelt4U@sbcglobal.net

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/ skirting	\$35.00	\$30.00	_____
_____	6' Table w/skirting	\$40.00	\$35.00	_____
_____	8' Table w/ skirting	\$45.00	\$40.00	_____
_____	Raise Table 42"	\$30.00	\$25.00	_____
_____	Skirting Only	\$4.00/ft	\$3.00/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	\$17.00	\$12.00	_____
_____	6' Table	\$20.00	\$15.00	_____
_____	8' Table	\$22.00	\$17.00	_____

CARPETING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	10 x 10	\$75.00	\$60.00	_____
_____	10 x 20	\$120.00	\$90.00	_____
_____	10 x 30	\$150.00	\$120.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$3.50ft

PLEASE INDICATE COLOR PREFERENCE: Beige Black Blue Burgundy Green Grey Navy Red

CARPET PADDING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	9x10	\$60.00	\$40.00	_____
_____	9x20	\$80.00	\$60.00	_____

_____ BOOTH CLEANING Includes: vacuum carpet/empty wastebasket. Carpet cleaned when delivered to booth. Additional daily carpet cleaning at a cost of \$20.00 per day per 10 x 10. \$ 20.00 per day x _____ days = \$ _____

Call Sunbelt for quote on bulk carpet cleaning

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EXHIBITOR RENTAL FORM PAGE 2

SPECIALTY ITEMS

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Folding Chair	\$10.00	\$ 5.00	_____
_____	Padded Chair	\$25.00	\$15.00	_____
_____	Stool w/ back	\$45.00	\$25.00	_____
_____	Easel	\$15.00	\$10.00	_____
_____	Wastebasket	\$10.00	\$ 5.00	_____
_____	6' Table Top Riser	\$15.00	\$10.00	_____
_____	8' Table Top Riser	\$17.00	\$12.00	_____
_____	40" H Cocktail Table	\$30.00	\$20.00	_____
_____	3' High Masking Drape	\$3.00/ft	\$2.00/ft	_____
_____	8' High Masking Drape	\$4.00/ft	\$3.00/ft	_____
_____	30" Round table/skirt	\$35.00	\$30.00	_____
_____	3' Silk Ficus Plants	\$25.00	\$15.00	_____
_____	6' Silk Ficus Plants	\$35.00	\$25.00	_____

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 _____	\$50.00
201-300 lbs _____	\$75.00
301-400 lbs _____	\$100.00
401-500 lbs _____	\$125.00
501-750 lbs _____	\$150.00
751-1000 lbs _____	\$200.00
1001-1250 lbs _____	\$250.00
1251-1500 lbs _____	\$300.00
1501-2000 lbs _____	\$400.00
2000 lbs and over _____	\$20.00 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.

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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 _____ \$40.00 PER HOUR
OVERTIME _____ \$60.00 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 _____ \$30.00 PER HOUR
OVERTIME _____ \$45.00 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

