

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: 540-548-5577

DECORATING SERVICES

Event Name: **VTC TRADESHOW 2015**
 Event Dates: **JANUARY 27 - 28TH, 2015**
 Company Name: _____
 Billing Address: _____
 Contact: _____
 Email: _____
 Phone: _____ Fax: _____

ADVANCE PAYMENT DEADLINE DATE :		Tuesday, January 13th		
Qty.	Description	Advance Price / Item	Regular Price / Item	Total Amount
Booth Package:	1 - 8' Backdrop, 2 - 3' Side Rails, 2 - Chairs, 1 - Topped/Skirted Table, 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'x 10'	\$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, 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!*

FOR OFFICE USE ONLY

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

AMT REC'D: _____

METHOD OF PAYMENT: _____