

## RECAP OF SERVICES ORDERED

**THIS FORM MUST BE RETURNED TO CAPITAL CONVENTION CONTRACTORS WITH YOUR COMPLETED ORDER FORMS AND PAID IN FULL BY March 11, 2016.**

Furnishings & Booth Accessories Order.....	\$ _____
Carpet Order.....	\$ _____
Miscellaneous/Other.....	\$ _____
<b>TOTAL ESTIMATED CHARGES.....</b>	<b>\$ _____</b>

**ENCLOSE CHECK OR MONEY ORDER PAYABLE TO: CAPITAL CONVENTION CONTRACTORS**

**Payment by company check:** All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Please reference New Hampshire State Home Show. Purchase orders are not considered payment.

**Check number** \_\_\_\_\_ **Dated** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**A CREDIT CARD ON FILE IS REQUIRED FOR ALL EXHIBITOR ORDERS.**

Cardholder hereby authorizes Capital to charge credit card described herein for all charges, additional charges incurred by the Exhibitor or their show representative, including material handling and labor charges. Declined credit cards are subject to a \$35.00 service fee.

American Express	<b>Circle One</b> VISA	MasterCard
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**Billing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_ **Exp Date** \_\_\_\_\_ **CVV** \_\_\_\_\_

**Card Holder Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**ALL CHARGES:** All charges/costs requested by Exhibitor **MUST** be **PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. **ADJUSTMENTS:** Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
**EMAIL, MAIL OR FAX FORM TO:** Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749  
 Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

## FURNITURE & BOOTH ACCESSORIES ORDER FORM

Complete order form and return to Capital via email, mail or fax with your form of payment.

**ALL ORDERS AND PAYMENTS MUST BE RECEIVED BY March 11, 2016.**

### TABLES-UNSKIRTED 30" HIGH

QTY		Advance Price	Floor Price	Subtotal
	4' X 2'	\$32.00	\$46.00	
	6' X 2'	\$39.00	\$56.00	
	8' X 2'	\$46.00	\$66.00	
	40" EXTENSION LEGS SET	\$13.00	\$16.00	
	LN FT OF WHITE VINYL COVERING	\$1.80	\$2.55	

### SKIRTED TABLES 30" HIGH -VINYL TOP - SKIRT 3 SIDES

QTY		Advance Price	Floor Price	Subtotal
	4' X 2'	\$71.00	\$92.00	
	6' X 2'	\$86.00	\$112.00	
	8' X 2'	\$101.00	\$132.00	

### SKIRTED TABLES 40" HIGH -VINYL TOP - SKIRT 3 SIDES

QTY		Advance Price	Floor Price	Subtotal
	4' X 2'	\$84.00	\$109.00	
	6' X 2'	\$101.00	\$131.00	
	8' X 2'	\$111.00	\$145.00	

### COCKTAIL TABLES- FINISHED TOPS

QTY		Advance Price	Floor Price	Subtotal
	30" ROUND COCKTAIL-30" HIGH	\$42.00	\$55.00	
	30" ROUND COCKTAIL- 40" HIGH	\$47.00	\$60.00	

### SPECIAL DRAPERY/SKIRTING

QTY		Advance Price	Floor Price	Subtotal
	8' HIGH PER LINEAR FT	\$10.00	\$13.00	
	3' HIGH PER LINEAR FT	\$8.00	\$11.00	
	TABLE SKIRT ONLY	\$26.00	\$36.00	
	4 <sup>TH</sup> SIDE SKIRTING ***DRAPED ON 3 SIDES ONLY	\$26.00	\$36.00	

**CIRCLE SKIRT/DRAPERY COLOR CHOICE:** BLUE SILVER BURGUNDY  
HUNTER GREEN WHITE RED BLACK GOLD PLUM

### TABLE TOP RISERS

QTY		Advance Price	Floor Price	Subtotal
	10" X 4' RISER	\$62.00	\$79.00	
	10" X 6' RISER	\$73.00	\$84.00	

### FURNITURE & ACCESSORIES

QTY		Advance Price	Floor Price	Subtotal
	PADDED SIDE CHAIR	\$45.00	\$58.00	
	PADDED ARM CHAIR	\$52.00	\$65.00	
	UPHOLSTERED BAR STOOL	\$56.00	\$73.00	
	FOLDING CHAIR	\$12.00	\$16.00	
	WASTEBASKET	\$14.00	\$18.00	
	TRIPOD EASEL	\$28.00	\$37.00	
	GARMENT RACK	\$55.00		
	BAG RACK	\$55.00		
	LITERATURE RACK	\$85.00		
	4' X 8' DISPLAY BOARD DOUBLE SIDED	\$179.00		
	PARK BENCH	\$148.00		

### STANDARD CARPET

QTY		Advance Price	Floor Price	Subtotal
	9' x 10'	\$112.00	\$145.00	
	9' x 20'	\$224.00	\$290.00	
	9' x 30'	\$336.00	\$435.00	
	9' x 40'	\$448.00	\$580.00	
	CUSTOM SIZE CARPET INCLUDES CUTTING,LAYING AND TAPING ENTER SIZE _____ x _____	\$2.55 PER SQ FT	\$2.70 PER SQ FT	
	CUSTOM SIZE CARPET ENTER SIZE _____ x _____	\$1.00 PER SQ FT	\$1.25 PER SQ FT	
	FRONT RUG TAPING ENTER BOOTH WIDTH _____	\$1.00 PER LIN FT	\$1.25 PER LIN FT	

**CIRCLE CARPET CHOICE:** BLUE BURGUNDY GREEN RED BLACK GREY

**TOTAL ORDER:**

**TOTAL DUE.....\$\_\_\_\_\_**

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

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