

# 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

Event Name: **FAAR Tradeshow**  
 Event Dates: **September 13-14, 2016**  
 Company Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## DECORATING SERVICES

<b>ADVANCE PAYMENT DEADLINE DATE :</b>				
Qty.	Description	Advance Price / Item	Regular Price / Item	Total Amount
	<u>Booth Package:</u> 1 - 8' Backdrop, 2 - 3' Side Rails, 1 - 6' T/S Table, 2 - Chairs, 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	\$65.00	
	3' Drape per running foot (Additional)	\$2.75		
	8' Drape per running foot (Additional)	\$3.25		
			<b>Subtotal:</b>	
			<b>5.3% 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: _____	