

DELTA WATERFOWL THE DUCK HUNTERS EXPO

Statehouse Convention Center

July 28 - 30, 2023

Little Rock, Arkansas

Official Supplier

SUNBELT CONVENTION SERVICES INC.

409 Collins Street Little Rock, Arkansas 72202

BOOTH/ DISPLAY INFORMATION

Each 10'x10' booth includes 8' high back drape, 3' high side drape and 1(one) exhibitor I.D. sign

Show colors are:

Blue & White

NOTE: Aisles are NOT carpeted

Booths are NOT carpeted

ELECTRICAL, PHONE, INTERNET

Statehouse Convention Center at:

<https://statehouseconventioncenter.com/about/>

or call (501) 370-3246

ADDITIONAL RENTALS

For Freight handling, additional furnishings, labor or any other services, please see our attached Exhibitor Rental Forms. If what is needed is not listed please contact our offices.

******SHOW SPECIAL******

1- 6' skirted table in show colors & 2 foldable chairs - \$70.00

All orders need to be received no later than Friday, July 21, 2023 to receive advanced order pricing. Any received after this date will be charged at floor pricing. All payments by check need to arrive in our office by July 21, 2023. If orders being paid for by check are not received by July 21, 2023 a credit card will be required for payment.

Sunbelt4u@gmail.com *Ph. 501.244.9955 *Fax 501.244.9995

Please let us know if you need further assistance. We look forward to serving you!

EXHIBITOR RENTAL FORMS

Please include appropriate order forms and payment form with your order.
Sales Tax must be included with full payment for order to be processed.

Please check here if you would like the show special (limit 1 special per booth)

DUCK HUNTERS SHOW SPECIAL - 1-6' skirted table & 2 chairs - \$70.00

TABLE WITH SKIRTING

(Includes table with white vinyl top/skirted on three sides)

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table w/skirting	\$70.00	\$50.00	_____
_____	6' Table w/skirting	\$80.00	\$60.00	_____
_____	8' Table w/ skirting	\$90.00	\$70.00	_____
_____	6' table raised to 40" w/skirt	\$120.00	\$100.00	_____
_____	Skirting only	\$45.00	\$30.00	_____

PLEASE CHECK SKIRT COLOR. IF COLOR IS NOT SPECIFIED THE SHOW COLOR WILL BE USED

White Black Green Red Navy Gray Blue

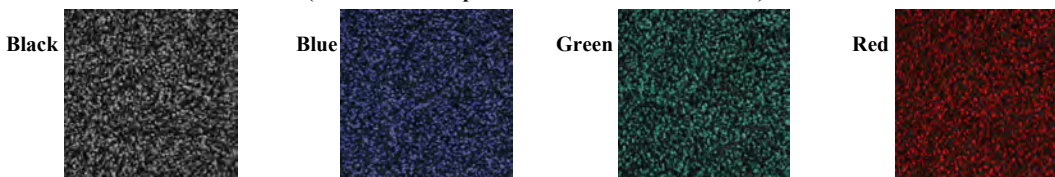
PLAIN TABLE WITH TOP VINYL (NO SKIRTING)

<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____ 4' Table	\$50.00	\$30.00	_____
_____ 6' Table	\$60.00	\$40.00	_____
_____ 8' Table	\$70.00	\$50.00	_____

CARPETING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	10 x 10	\$100.00	\$80.00	_____
_____	10 x 20	\$180.00	\$140.00	_____
_____	10 x 30	\$240.00	\$180.00	_____

PLEASE CHECK COLOR : Black Tuxedo, Red Tuxedo, Green Tuxedo, Blue Tuxedo
(if a color is not specified show colors will be used)



BULK CARPETING PRICES STARTING AT \$.70 PER SQ. FT. FOR 500 SQ. FT. OR ABOVE. ALL CARPET IS 10FT WIDE ONLY

DISCOUNTED RATE \$.70 SF. / STANDARD (floor price) \$.90 SF.

MINIMUM BULK CARPET: _____ FT. X _____ FT. = _____ SQ. FT. TOTAL SF. _____ X _____ = \$ _____

Special order? Call for cut & lay pricing

CARPET PADDING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	9x10	\$90.00	\$60.00	_____
_____	9x20	\$150.00	\$100.00	_____
_____	9x30	\$180.00	\$120.00	_____

(BULK PADDING AVAILABLE, CALL FOR PRICING)

SPECIALTY ITEMS

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____	Easels	\$30.00	\$20.00	_____
_____	Wastebasket with liner	\$15.00	\$10.00	_____
_____	6' table top riser	\$30.00	\$20.00	_____
_____	8' table top riser	\$35.00	\$40.00	_____
_____	3' high masking drape	\$4.00/ft	\$3.00/ft	_____
_____	8' high masking drape	\$6.00/ft	\$4.00/ft	_____
_____	2ft x 8ft grid panel	\$50.00	\$40.00	_____

DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COST PLUS RENTAL FEES

ALL CANCELLATIONS FOR ITEMS ORDERED MUST BE MADE 5 BUSINESS DAYS BEFORE THE EXHIBITOR MOVE IN DATE TO RECEIVE A FULL REFUND. ITEMS CANCELLED AFTER THE 3 BUSINESS DAYS BUT BEFORE THE EXHIBITOR MOVE IN DATE WILL BE SUBJECT TO A RESTOCKING FEE OF \$25.00. ANY ITEMS DELIVERED TO THE SHOW SITE OR ITEMS REQUESTED TO BE REMOVED BY THE SHOW REPRESENTATIVE FOR ANY REASON WITHOUT PRIOR CANCELLATION WILL BE CHARGED AT FULL PRICE EVEN IF REFUSED AT BOOTH.



Retractable Mini table top Banner Stand that can be used over and over. Easy set-up. Graphics included in price. 11" x 17" \$55.00



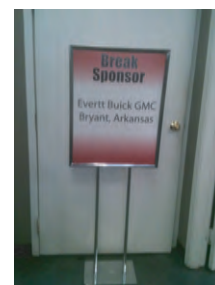
Retractable Banner Stand that can be used over and over. Easy set-up. Graphics included in price. 32" x 82" Includes Carrying Case \$210.00



Double sided or single sided charging stations. RENTAL In black & silver. Single \$250.00 Double \$275.00



Our 2' x 6' booth horizontal banner can hang on the back of your booth. Single-sided with grommets for hanging. Banner material is heavy duty 13oz. Can be reused over and over. \$95.00



Sign Frame with graphics. Can be single-sided or double-sided.

(1) single - \$65.00
(2) double - \$75.00
Great for show specials!

We have a wide variety of items we can customize including meter panels, banners, floor stickers, counters, displays, pillow case backwall, flags, hard walls, booth decor and backdrops for themed shows. We can do all of your printing needs in house. Give us a call for any special items you may need. We will print and deliver to your booth so once you approve your order your all set!

YES!!! WE CAN DO LAST MINUTE ITEMS AND HAVE THEM TO YOU WITHIN HOURS!

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Mini Table Top	\$65.00	\$55.00	_____
_____	Banner Stand	\$250.00	\$210.00	_____
_____	Booth Banner	\$135.00	\$100.00	_____
_____	Sign Frame (1) with graphics	\$75.00	\$65.00	_____
_____	Sign Frame (2) with graphics	\$85.00	\$75.00	_____
_____	Double Charging Station w/6 ports & two 22" x 28" graphic signs		\$275.00	_____
_____	Single Charging Station w/6 ports & one 22" x 28" graphic sign (contact us for availability of express floor order for this item)		\$250.00	_____

Specialty items (call for details and cost):

<u>QUANTITY</u>	<u>ITEM description</u>	<u>PRICE TBD</u>	<u>TOTAL</u>
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____

All in house graphics and printing available. We can use your artwork or create something for you at no additional charge. Call or email Lorrie to confirm your order and if you will be providing the graphics or if you want her too create something for you. You will receive proofs for your approval before anything is printed. If what you want is not listed here, we can get it! Give us a call for specialized orders. Call Lorrie at 501-244-9955 or email sunbelt4u@gmail.com



2023 FURNITURE RENTAL RATES

All furniture is a faux leather material



Round Coffee table
3 available

Bari Couch, loveseat, and chair with arms



Can be rented as the set or separately.
Complete set rental discounted.
style in black & brown

Arm Chair



Black Executive Chair
6 available



Club Chairs
6 available



Burr Couch and Loveseat
style only available in brown



Rates listed below are for the full show dates (3-day rental) Quantity available is listed before description.
Please check the box of item needed, type in quantity needed, and total at the bottom.
Please include this total on your payment page.

	<u>Quantity</u>		<u>Rate</u>		<u>Total</u>
(1)Bari Brown Couch.....	_____	x	\$250.00	=	_____
(1)Bari Black Couch.....	_____	x	\$250.00	=	_____
(1)Burr Brown Couch.....	_____	x	\$250.00	=	_____
(1)Bari Brown Loveseat.....	_____	x	\$200.00	=	_____
(1)Bari Black Loveseat.....	_____	x	\$200.00	=	_____
(1)Burr Brown Loveseat.....	_____	x	\$200.00	=	_____
(1)Round Coffee Table.....	_____	x	\$100.00	=	_____
(1)Brown Club Chair.....	_____	x	\$80.00	=	_____
(1)Black Executive Chair.....	_____	x	\$100.00	=	_____
(1)Black Arm Chair.....	_____	x	\$100.00	=	_____
(1)Brown Arm Chair.....	_____	x	\$100.00	=	_____
(1) Complete Bari Black 3 piece furniture set	_____	x	\$500.00	=	_____
(1) Complete Bari Brown 3 piece furniture set	_____	x	\$500.00	=	_____
(1) Complete Burr Brown 3 piece furniture set	_____	x	\$500.00	=	_____

Please add these totals to your final total

Call us at 501-244-9955 if you have any questions. Rental furniture is subject to availability per show.
Please place your order as soon as possible to reserve.
PPE items are still available. Contact us for more information.

Furniture Rentals cont.

QUANTITY		<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____	(1) Arm chair with gray padding.....	\$50.00	\$40.00	\$ _____
_____	(2) Arm chair with black padding.....	\$50.00	\$40.00	\$ _____
_____	(3) Black leather secretary chair with wheels.....	\$60.00	\$50.00	\$ _____
_____	(4) Cocktail table 30" (high or low).....	\$60.00	\$50.00	\$ _____
_____	(5) Gray padded bar stool.....	\$60.00	\$50.00	\$ _____
_____	(6) Plastic folding chair.....	\$15.00	\$10.00	\$ _____
_____	(7) Chrome stanchion set (2) with 6' red velvet rope (1)...	\$45.00	\$35.00	\$ _____
_____	(8) Retractable Black Stanchion set (2) with 10' belt.....	\$60.00	\$50.00	\$ _____

If you need an item not seen/listed here we may still have it or be able to get it for you. Call us !!!

DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COSTS PLUS RENTAL FEES



BOOTH CLEANING

BOOTH CLEANING Includes: vacuum carpet/empty wastebasket. Carpet cleaned when delivered to booth. Additional booth cleaning at a cost of \$.25 cents per sq ft per day or \$25.00 per 10 x 10 booth.

\$ 25.00 per day x _____ days of event = \$ _____

The Delta Duck Expo

July 28 - 30, 2023
Statehouse Convention
Center 101 E. Markham St.
Little Rock, AR 72201



*****THIS ORDER FORM MUST BE SENT TO
SUNBELT4U@GMAIL.COM NO LATER THAN
JULY 21, 2023 TO RECEIVE PREORDER
PRICING.**

SET-UP AND DISMANTLE LABOR RATES PER LABORER

# OF LABORERS REQUESTED	LABOR	PREORDERED	OVERTIME	ONSITE	TOTALS
_____	EXHIBITOR SUPERVISED INSTALLATION	\$50.00	\$75.00	\$60.00	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$50.00	\$75.00	\$60.00	_____
_____	SUNBELT SUPERVISED INSTALLATION	\$75.00	\$100.00	\$85.00	_____
_____	SUPERVISED DISMANTLE	\$75.00	\$100.00	\$85.00	_____

Please fill out the information below for all exhibitor supervised installation or dismantle labor. Sunbelt will also keep a copy of check laborer check out and check in times daily. Sunbelt supervised times will be kept by the supervisor on duty.

	DATE	START TIME	END TIME	TOTAL HOURS	NUMBER OF LABORERS
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____

* Start time is approximate and is based on availability of labor.

Exhibitors must come by the Sunbelt desk to sign in and out for exhibitor supervised laborers. Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt for Sunbelt supervised labor. All work will be done on straight time when possible. In the event of shortages in shipments or damage Sunbelt will contact the exhibitor for instructions. All instructions for shipping, address, and bill of lading must be left at the Sunbelt service desk prior to the event closing. Minimum charge one (1) hour per man & 1/2 hour increments after the first hour. Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate. Requests received after deadline date will be filled as work force is available.

***FORKLIFT RIGGING EQUIPMENT AND LABOR

REGULAR TIME - 8:00AM - 4:30PM MONDAY - FRIDAY
OVERTIME - 6:00AM - 8:00AM AND 4:30PM TO 12:00 MIDNIGHT MONDAY THROUGH FRIDAY
6:00AM TO 12:00 MIDNIGHT SATURDAY AND SUNDAY
DOUBLE TIME - 12:00 MIDNIGHT TO 6:00 AM AND RECOGNIZED HOLIDAYS

	PREORDER	ONSITE ORDER	OVERTIME
BOOM LIFT WITH DRIVER -	\$300 PER HR.	\$350.00 ONSITE	\$450.00 OVERTIME
FORKLIFT WITH DRIVER -	\$250 PER. HR	\$300.00 ONSITE	\$375.00 OVERTIME

INSTALLATION TIME	_____ X _____ = _____	\$ _____
	# OF FORK/BOOM # OF HOURS TOTAL HOURS	ESTIMATE COST
DISMANTLE TIME	_____ X _____ = _____	\$ _____
	# OF FORK/BOOM # OF HOURS TOTAL HOURS	ESTIMATE COST

SHOW SITE PRICES WILL APPLY TO ALL LABOR AND EQUIPMENT RENTAL ORDERS PLACED AT THE SHOW SITE AND WILL BE SCHEDULED AROUND PREORDERS. ONE HOUR MINIMUM - THEREAFTER IS CHARGED IN HALF (1/2) HOUR INCREMENTS.

LABOR AND FORKLIFT

Delta Waterfowl The Duck Hunters Expo

Statehouse Convention Center

July 28 -30, 2023

Little Rock, Arkansas

***THIS ORDER FORM MUST BE SENT TO
SUNBELT4U@GMAIL.COM NO LATER THAN
JULY 21, 2023 TO RECEIVE PREORDER
PRICING.

Shipments & Freight Handling

1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. If we receive loose, unwrapped packages, we will charge an additional fee to secure the packages for transport to the show.
2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.

PREFERRED CARRIER FOR The Delta Duck Expo IS ARCBEST/ABF FREIGHT

Please refer to the attached ABF Freight form and use the links for shipping. For questions call 1-800-654-7019

SHIPPING ADDRESSES :

ADVANCED WAREHOUSE

Label each piece of shipment(s) as follows:
(Exhibiting Company Name) & Booth
Number (if available)

c/o SUNBELT CONVENTION SERVICES
ABF Freight
3100 Springhill Drive
North Little Rock, AR 72117

The Delta Duck Expo

***Shipments must arrive by:

DATE - FRIDAY JULY 21, 2023

Shipments to the Advanced Warehouse

will be
accepted
starting
June 1st, 2023
Make sure to
use the correct
labels!!!

SHIPPING ADDRESSES :

DIRECT TO SHOW SITE

Label each piece of shipment(s) as
follows: (Exhibiting Company Name) &
Booth Number (if available)

c/o SUNBELT CONVENTION SERVICES
Statehouse Convention Center
101 E Markham St.
Little Rock, AR 72201

The Delta Duck Expo

***Shipments cannot arrive before:

DATE - THURSDAY JULY 27, 2023

FREIGHT LABELS ARE PROVIDED BELOW. PLEASE PLACE 1 ON EACH BOX/SHIPMENT.

FREIGHT HANDLING

RATES AND SERVICES

	ADVANCED	DIRECT TO SITE
Small Packages under 25lbs. - flat rate	\$20.00	\$30.00
26lbs. - 500lbs.	\$.70 lbs.	\$.80 lbs.
501lbs. -1000lbs.	\$.60 lbs.	\$.70 lbs.
1001lbs. and over	\$.50 lbs.	\$.60 lbs.

***CHARGES ARE PER PACKAGE

***ALL freight must be picked up directly at the
Statehouse Convention Center on Sunday, July 30th, 2023
between 5:00 pm and 8:00 pm. Please make
arrangements with your carrier to arrive within this time
frame and check in at the Sunbelt Service Desk.
Any freight not picked up by your carrier will be forced out
and collected by our preferred carrier ARCBEST and
charged according. Contact information for ARCBEST is
attached.

***If you do not know the exact weight, and estimate, charges will be made on actual total weight per shipment.

Freight Handling Rates include receipt of your freight, delivery to booth, empty stickers, storage and return of empty crates, and reloading.

Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times. Additional Charges may apply if your outbound shipment is not prepared to be ship out at the end of the event. (i.e.: Shipping labels attached, shrink wrapped, palletized, etc.).

If you would like Sunbelt to handle your outbound only shipping from the SHOWSITE, please fill out the shipping information on this form and return it to us before the discount deadline to receive the ADVANCED pricing. ALL OUTBOUND SHIPPING REQUEST ON SHOW SITE WILL BE BILLED AT DIRECT TO SITE PRICING.

***Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. Make sure to include the booth number if available. If no outbound information is submitted, Sunbelt reserves the right to return the freight back to the company address on file at the exhibitor's expense using our preferred carrier.

If you need our services only to move items to/from your booth please see labor/Fork services page.

ESTIMATED FREIGHT PAYMENT CALCULATION

Enter estimated (if you do not know the actual) total pounds of all your shipments. Any small package (under 25lbs.) will be the flat rate listed.

Weights will be checked from shipping paperwork upon arrival to our warehouse and adjustments will be made if the weight is not correct.

<u>TOTAL WEIGHT</u>		<u>PRICE PER LB.</u>		<u>TOTAL COST</u>		<u>ADD TO PAYMENT PAGE</u>
_____	X	_____	=	\$ _____		\$ _____

SPECIAL INSTRUCTIONS? Give us a call at 501-244-9955

Your official ground freight carrier ABF Freight®

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our
Trade Show Division

800.654.7019
Our Services Include:

Priority handling of your
inbound and outbound
shipments.

Guaranteed expedited air
and ground services.

LTL ground transportation

International transportation



Trust your important trade show
shipment to the leader in exhibition
transportation services



REQUEST FOR INFORMATION

ABF FREIGHT® • TRADE SHOW SERVICES

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ABF Freight Trade Show Coordinator to contact you with a quote or information? ☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to 479.785.8701.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048

800-654-7019

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903





R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JUNE 1, 2023

DEADLINE DATE IS: JULY 21, 2023

TO: _____

EXHIBITOR NAME

C/O: ABF Freight

3100 Springhill Drive

North Little Rock, AR 72117

501.945.9862

WAREHOUSE

Delta Waterfowl

EVENT: *The Duck Hunters Expo 2023*

BOOTH NO: _____ NO. _____ OF _____ PCS



R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JUNE 1, 2023

DEADLINE DATE IS: JULY 21, 2023

TO: _____

EXHIBITOR NAME

C/O: ABF Freight

3100 Springhill Drive

North Little Rock, AR 72117

501.945.9862

WAREHOUSE

Delta Waterfowl

EVENT: *The Duck Hunters Expo 2023*

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.

PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.

MAKE SURE TO INCLUDE BOOTH NUMBER & PEICE COUNT. IF MORE LABELS ARE NEEDED, COPIES CAN BE MADE.



R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JULY 27, 2023

DEADLINE DATE IS: JULY 27, 2023

TO: _____

EXHIBITOR NAME

**C/O: SUNBELT CONVENTION SERVICES
STATEHOUSE CONVENTION CENTER
101 E. MARKHAM STREET
LITTLE ROCK, AR 72201**

SHOWSITE

**Delta Waterfowl
EVENT: The Duck Hunters Expo 2023**

BOOTH NO: _____ NO. _____ OF _____ PCS



R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JULY 27, 2023

DEADLINE DATE IS: JULY 27, 2023

TO: _____

EXHIBITOR NAME

**C/O: SUNBELT CONVENTION SERVICES
STATEHOUSE CONVENTION CENTER
101 E. MARKHAM STREET
LITTLE ROCK, AR 72201**

SHOWSITE

**Delta Waterfowl
EVENT: The Duck Hunters Expo 2023**

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.

PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.

MAKE SURE TO INCLUDE BOOTH NUMBER & PEICE COUNT. IF MORE LABELS ARE NEEDED, COPIES CAN BE MADE.

PAYMENT FORM

Payment in full must accompany each order. All orders are subject to current sales tax which includes a required short term rental tax. To qualify for advanced order pricing, payment and order forms MUST be made/received in our office five (7) BUSINESS DAYS prior to exhibitor set-up date. Any orders received after this time will be processed at floor order prices. Please retain a copy of this payment form as your receipt. All credit Card orders will be run after the event is over and you will also receive a credit card receipt at that time. If a itemized receipt is required there will be a \$25 charge. Please include this amount in the payment information below.

NAME OF SHOW _____ DATE OF SHOW _____ COMPANY _____

NAME _____ BOOTH # _____ BOOTH _____

REPRESENTATIVE _____ Cell # _____

COMPANY ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

METHOD OF PAYMENT: CHECK _____ CREDIT CARD _____

PLEASE CHECK ONE: Visa MasterCard Discover Amex

Account Number: _____ exp. date _____ CCV _____

Name of Cardholder _____ zip w/card _____

Card Address _____ City _____ STATE _____

Authorization Signature: _____ Date _____

I authorize Sunbelt Convention Services to charge my credit card above for agreed upon purchases.

I understand that my information will be saved to file for all additional transaction/item additions on my account.

Rental Totals _____

Freight Handling _____

Labor Services _____

Itemized receipt required - add \$25..... _____

Total: _____

Add 9.625% Sales Tax (lr, str. pc, ar) + _____

SUBTOTAL: = _____

Add 3% Credit Card Processing fee (if applicable) + _____

TOTAL PAYMENT: = _____

PLEASE DOUBLE CHECK YOUR BILLING INFORMATION!!!

THERE WILL BE A \$35 PROCESSING FEE ADDED ON ALL DECLINED CREDIT CARDS

Payment by check must arrive 5 business days prior to show move in date to guarantee items are placed in your booth at the advanced order pricing. Any orders received after five business days prior to the show will be billed at floor pricing and a credit card will be required at that time if a check is sent and does not cover the floor prices.

Please send this payment form, along with payment and appropriate order forms to:

SUNBELT CONVENTION SERVICES, 409 COLLINS ST., LITTLE ROCK, ARKANSAS 72202

PHONE: (501) 244-9955

FAX: (501) 244-9995

E-MAIL: sunbelt4u@gmail.com

ON-SITE USE

All services preformed were to our satisfaction and all equipment are found to be in clean/good working condition.

Booth Rep Signature _____ DATE _____

Sunbelt Rep Signature _____ DATE _____

THANK YOU FOR YOUR BUSINESS!