

PEGBOARD RENTAL ORDER FORM

Quantity		Discount Price	Regular Price	Totals
_____	4' X 8' PEGBOARD	\$ 88.30	\$124.10	\$ _____
_____	2' X 8' PEGBOARD	\$ 76.70	\$112.75	\$ _____
_____	4' X 8' PEGBOARD DRAPE	\$ 44.50	\$ 57.15	\$ _____

UPGRADE YOUR BOOTH TO LOOK LIKE AN ART GALLERY
BY ORDERING AN ARTWALL BOOTH PACKAGE SPECIAL. SEE ORDER FORM FOR DETAILS.

Select:

Install
My
Boards

☐

Vertically

Horizontally

☐

Sub Total	\$ 0.00
7% Sales Tax	\$ 0.00
Pegboard Labor	\$ _____
Mouse Hole Labor	\$ _____
Total Due	\$ 0.00

- **Pegboards are single sided.**
- **Per Show Management ALL Pegboards MUST be covered.**
- **You are responsible for covering all exposed pegboard including the end cap and back side of the pegboard (excluding boards against the back drape).**

Pegboard Mouse Hole for Electrical Outlet

There is a labor charge of 1 man hour per mouse hole.

Please indicate on your diagram approximate location of the mouse hole with a circle and MH in the middle.

Installation Labor Charge Will Apply To Orders of 4 or More.

Labor is \$74.50 per man hour Straight Time and \$111.75 per man hour Overtime.

Pegboard Quantity	1 thru 3	4	5 thru 8	9 thru 12	13 thru 16	17 thru 20	21 thru 24	25 thru 28	29 thru 32
Hours of Labor	No Charge	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours

When ordering four (4) or more pegboards, it is extremely important that you include a detailed diagram indicating their placement in your booth. Remember, a booth is 15' wide and the pegboards are 2' and 4' wide. Fourteen (14') is maximum across the back.

If it is necessary to send someone back to your booth to make changes because your drawing was unclear, you will be charged a minimum labor charge of \$59.25 per half hour, and \$59.25 each additional half hour.

Please fill out this order form and fax to EXPO along with your drawing showing your pegboard placement.

Remember: Every in-line 3rd pegboard requires an additional pegboard as a return.

Please Type or Print

Company Name: _____ Booth Number: _____

Address: _____
STREET CITY STATE ZIP

Phone: _____ Fax: _____ email: _____

Contact Name: _____ Signature: _____

PAYMENT MUST ACCOMPANY YOUR ORDER

Please return via fax 305.751.1298 or email info@expocci.com

PEGBOARD PAPER

EXPO has Flame-Retardant Paper available in 4' x 8' sheets plus labor.

Labor will be one hour (\$74.50) for one 10' x 15' booth. Larger booths are charged at two hours (\$149.00).

Colors available - Please circle one

Black

White

Gray

Red

Yellow

Blue

Number of sheets	Advance Price	Standard Price
	\$16.50	\$18.50

Reminder:

Per Show Management ALL Pegboards
MUST be covered.

You are responsible for covering all
exposed pegboard including the back side
of the pegboard (excluding boards against
the back drape).

If we have to come back to your booth to
cover the back/side of your booth there will
be an additional one hour labor charge.

Sub Total = \$ _____

7% Sales Tax = \$ ⁰ _____

Labor Cost = \$ _____

Total Due = \$ ⁰ _____

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

Email _____ Contact _____

Return Via fax 305-751-1298 or email info@expocci.com

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO

ADVANCE AND/OR FLOOR ORDERS:

All Orders require ADVANCE PAYMENT for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to EXPO. You may prepay with a check written on your company, but a credit card is required by EXPO to ensure any unexpected charges, such as additional freight, clean up costs, etc, are paid at the time the Show closes.

THIRD PARTY ORDERS:

If you choose to contract work to a Display or Exhibit house/company and/or require services from EXPO, the Payment Policy presented above shall apply. EXPO must be notified, in writing, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit Expo's Third Party Payment Policy prior to placing order.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR:

EXPO's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to EXPO. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. EXPO is not responsible for any damage or loss of your freight, please secure round trip insurance from your company insurance carrier.

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. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$39 for each NSF check written to EXPO.

ADJUSTMENTS:

Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. EXPO will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by EXPO.

SALES TAX:

Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide EXPO with its tax exempt number prior to beginning of show.

CANCELLATION POLICY:

In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, EXPO will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit.

COLLECTION POLICY:

In the event this contract is turned over to an attorney for collection or dispute, EXPO will be entitled to reasonable attorney fees.

Return via fax 305-751-1298 or email info@expocci.com

We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.

No checks will be accepted at show site.

Exhibitor:		Contact Name:		Booth:	
Address:					
City:		State:		Zip:	
Country:					
Phone:			Email:		
Credit Card Used For Payment: No.:				Expires:	
Security Code:				(The 3 numbers on back of card or for Amex the 4 numbers on the front)	
Billing Address for credit card:					
City:		State:		Zip Code:	
Credit Card Holder (Print Name as it appears on card):					
Card Holder Signature:					

*****Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.