

Disco Display House, Inc  
 3123 Central NE -Albuquerque, NM 87106  
 (505) 265-1515 Fax (505) 268-5487

Zia Arts & Crafts Festival  
 Christmas in New Mexico  
 November 19-21, 2004

Exhibitor's Rental/Service Order Form

Date: \_\_\_\_\_

Booth # | Company \_\_\_\_\_  
 | Address \_\_\_\_\_  
 | City-State-Zip \_\_\_\_\_  
 | Phone \_\_\_\_\_

Ordered by \_\_\_\_\_  
 Method of Payment \_\_\_\_\_

Our credit policy requires advance payment in full on all orders less than \$300. Orders Exceeding this amount require a deposit of \$300 or 50%, whichever is greater. This also applies to freight and electrical services. If you wish to charge the amount of your orders to your credit card, please furnish the following information:

CARD NUMBER \_\_\_\_\_ Expiration date: \_\_\_\_\_  
 NAME ON CARD \_\_\_\_\_ Contact Phone number \_\_\_\_\_  
 Billing Address for CARD \_\_\_\_\_ Zip Code \_\_\_\_\_

**Chairs**

Quantity	Description	Unit Price	Extension
	Plastic Chair	\$9.00	
	Padded Chair	13.00	
	Arm Chair	22.00	
	Stool	22.00	

**Accessories**

	Waste Basket	\$20.00	
	Easel	14.00	
	Pinboard	29.00	

**Carpeting**

	9x10 Section	\$78.00	
	Special Sizes	13.00 sq/yd	
Colors	Burgandy/Red/Blue		

**Drayage**

# of Pieces	Total Pounds	Rate per 100 Lbs	Extension
Minimum	To 200 Lbs	\$21.00	\$42.00

**Labor/Setup**

Date \_\_\_\_\_

# of Workers	Rate per worker per straight time hour	Total Hours	Extension
	36.00		

Ordered by: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Electrical Hookup Fees**

Quantity	Description	Unit Price	Extension
	5 amps - 500 watt	\$29.00	
	10 amps - 1000 w	40.00	
	15 amps - 1500 w	52.00	
	20 amps - 2000 w	63.00	
	20 amp - 220 volt	144.00	
	50 amp - 208 volt	200.00	

**Small Tables**

Quantity	Description	Unit Price	Extension
	30x30 Card Table	\$14.00	
	Card Table (Draped)	28.00	
	36" Round Table	14.00	
	36" Rd Table (draped)	28.00	

**4'- Tables**

	4' Table (no skirt)	\$21.00	
	4' Table (Skirted)	32.00	
	4' Table (Skirted) 40" Counter Height	46.00	

**6'- Tables**

	6' Table (no skirt)	\$26.00	
	6' Table (skirted)	35.00	
	6' Table (Skirted) 40" Counter Height	50.00	

**8'- Tables**

	8' Table (no skirt)	\$32.00	
	8' Table (skirted)	41.00	
	8' Table (Skirted) 40" Counter Height	51.00	

**Additional Information**

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Sub Total	
Tax	
Total	

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These Services Are Subject to Following Terms & Conditions

**TERMS & CONDITIONS:** Actual weights must appear on all Bills of Lading. We reserve the right to reweigh any shipment and correct any weights. We will honor shipper routings in most cases, although in some instances of expediency we reserve the right to route any outgoing shipment. After exhibits, etc. are placed in booth, drayage company will not be responsible for condition, count or content until exhibits, etc. are picked up for removal after close of exhibition. All shipments received at close of exhibition are subject to final count. Handling of loose exhibit material or material inadequately packaged will be done at exhibitor's risk. Disco Display will not be responsible for damage to such materials or concealed damage to material arriving or leaving in cases, cartons, crates, etc. After shipments are tendered to carrier for shipment, Disco Display cannot be responsible for delivery time

**Insurance:** All exhibits or exhibit material handled by Disco Display are released at a value not to exceed sixty cents (\$.60) per pound per article. Please be certain all your material is properly insured against fire, theft, and all hazards while in transit, to and from your booth and for duration of exhibition.

Shipments should be made early, to be delivered to our warehouse at least two weeks prior to setup date. To assure that your exposition materials arrive on time, we suggest you check with your carrier to allow ample time for delivery.

To insure proper handling and receiving, shipments should NOT be addressed to the convention site. Show management has no provisions for acceptance or storage of shipments on or to setup date.

All charges should be **PREPAID**. (There are no exceptions to this firm and unalterable policy.)

Wheeled vehicles will be handled on an hourly basis - \$31.40 per hour straight tome, \$62.80 per hour overtime with a minimum charge of one hour per man. Any equipment needed to handle these vehicles will also be charged for on an hourly basis. Charges will be invoiced for both inbound and outbound movement.

Disco Display will have a representative on duty during the dismantling of the convention to assist the exhibitor on return shipments. We will furnish any Bills of Lading and shipping labels for outbound shipments, available from our Service Desk.

Each exhibitor will be expected to label his equipment and furnish us with return shipping instructions by the conclusion of the show.

SHIPPER INFORMATION

SHOW \_\_\_\_\_

COMPANY \_\_\_\_\_ BOOTH \_\_\_\_\_

SHIPMENTS TO SHOW

SHIPPED FROM (CITY) \_\_\_\_\_ TRUCKLINE \_\_\_\_\_

PRO NO. \_\_\_\_\_ NO. OF SHIPMENTS \_\_\_\_\_

TOTAL NO. OF PIECES \_\_\_\_\_ TOTAL WEIGHT OF SHIPMENT \_\_\_\_\_

REFORWARDING INSTRUCTIONS AT CLOSE OF SHOW

SHIP TO \_\_\_\_\_ PREPAID \_\_\_\_\_

ADDRESS \_\_\_\_\_ COLLECT \_\_\_\_\_

CITY & STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

TOTAL NO. OF PIECES \_\_\_\_\_

FORWARD VIA \_\_\_\_\_ MOTOR FREIGHT \_\_\_\_\_ MOVING VAN \_\_\_\_\_ AIR FREIGHT \_\_\_\_\_

OTHER (SPECIFY) \_\_\_\_\_

NAME OF CARRIER \_\_\_\_\_

BILLING INSTUCTIONS

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY & STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY (SIGNITURE) \_\_\_\_\_ TITLE \_\_\_\_\_

DATE \_\_\_\_\_ TELEPHONE NO. & AREA CODE \_\_\_\_\_