



**Charleston  
Civic Center**

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**ADVANCE ORDERS  
& PAYMENT DUE  
SEVEN (7)  
WORKING DAYS**

**FURNITURE RENTAL ORDER FORM**

SHOW: \_\_\_\_\_

DATES: \_\_\_\_\_

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>FLOOR</u>	<u>AMOUNT</u>
<b><u>SPECIAL BOOTH DRAPERY</u></b>				
_____	LINEAR FEET 8' HIGH DRAPE	\$3.00 FT.	\$4.00 FT.	\$ _____
_____	LINEAR FEET 3' HIGH DRAPE	\$2.00 FT	\$3.00 FT.	\$ _____
<b><u>DISPLAY TABLES (WOODEN TOP)</u></b>				
<b><u>STANDARD HEIGHT</u></b>				
_____	4' X 2' X 30" HIGH ( <i>Quantity Limited</i> )	\$8.50	\$10.00	\$ _____
_____	6' X 2' X 30" HIGH ( <i>Quantity Limited</i> )	\$8.50	\$10.00	\$ _____
_____	8' X 2 1/2' X 30" HIGH	\$8.50	\$10.00	\$ _____
<b><u>COUNTER HEIGHT EXTENSION</u></b>				
_____	4' X 2' X 40" HIGH	\$15.00	\$25.00	\$ _____
_____	6' X 2' X 40" HIGH	\$15.00	\$25.00	\$ _____
_____	8' X 2 1/2' X 40 HIGH	\$15.00	\$25.00	\$ _____
<b><u>TABLE SKIRTING (INCLUDES VINYL COVER FOR EXHIBIT SHOWS)</u></b>				
<b>PLEASE CHECK COLOR OF SKIRTING PREFERRED <input type="checkbox"/>BLUE <input type="checkbox"/>WHITE <input type="checkbox"/>BLACK <input type="checkbox"/>RED</b>				
_____	CLOTH SKIRTING 3 SIDES WITH VINYL COVER 30" HI	\$14.00	\$16.50	\$ _____
_____	CLOTH SKIRTING 3 SIDES WITH VINYL COVER 40" HI	\$20.00	\$25.00	\$ _____
_____	CLOTH SKIRTING 3 SIDES WITH LINEN COVER 30" HI	\$15.50	\$17.00	\$ _____
_____	CLOTH SKIRTING 3 SIDES WITH LINEN COVER 40" HI	\$23.00	\$25.50	\$ _____
<b><u>TABLE COVERS</u></b>				
_____	WHITE LINEN COVERS	\$6.00	\$8.00	\$ _____
_____	WHITE VINYL COVER	\$6.00	\$7.00	\$ _____
<b><u>CARPET / RED ONLY—INCLUDES INSTALLATION AND TAPING FRONT EDGE</u></b>				
_____	9' X 10"	\$35.00	\$45.00	\$ _____
_____	9' X 20'	\$65.00	\$80.00	\$ _____
_____	9' X 30'	\$95.00	\$120.00	\$ _____
<b><u>BOOTH EQUIPMENT</u></b>				
_____	FLOOR EASEL	\$6.00	\$8.00	\$ _____
_____	WASTE BASKET	\$4.00	\$6.00	\$ _____
_____	PADDED 30" HIGH STOOL W/BACK	\$15.00	\$20.00	\$ _____
_____	UPHOLSTERED ARM CHAIR	\$20.00	\$25.00	\$ _____
_____	ADJUSTABLE SECRETARY CHAIR ( <i>Quantity Limited</i> )	\$15.00	\$20.00	\$ _____
_____	UPHOLSTERED ARMLESS CHAIR	\$ 1.00	\$ 2.00	\$ _____
_____	PLASTIC ARMLESS CHAIR	\$ .25	\$ .50	\$ _____
_____	SIGN HANGER S-HOOKS	.25	.25	\$ _____
TOTAL ORDER				\$ _____
7% WV SALES TAX				\$ _____
TOTAL COST				\$ _____

FLOOR RATES APPLY TO ALL ORDERS NOT RECEIVED AND PAID 7 BUSINESS DAYS PRIOR TO FIRST MOVE-IN DAY OF SHOW. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. PAYMENT REQUIRES CHECK OR CREDIT CARD.

FIRM NAME \_\_\_\_\_ PHONE \_\_\_\_\_ BOOTH # \_\_\_\_\_

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

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

BY \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_