

SUNBELT CONVENTION SERVICES INC. TRADE SHOW INFORMATION SHEET

SASHTO 2010 State House Convention Center / Peabody August 28- September 1, 2010 Little Rock, Arkansas

BOOTH/ DISPLAY INFORMATION

Each 10' x 10' booth will consist of 8' high back drape. 3' high side drape, an exhibitor I.D. sign, one 6 ft. skirted table, and two chairs.

Each equipment display area will consist of an exhibitor I.D. sign, one 6 ft. skirted table, and two chairs.

Show colors are:

Black Drape

Black Table Skirts

Red Aisle carpet

NOTE: The booths are not carpeted!

ELECTRICAL, PHONE, INTERNET

Please contact Kay Schultz
at the Statehouse Convention Center
(501) 376-4781
kschultz@littlerock.com

ADDITIONAL RENTALS

For Freight Handling, additional furnishings or any other services, please see our attached Exhibitor Rental Forms.

Thank you in advance and call or e-mail us if we can be of further help!
We look forward to serving you!

SUNBELT CONVENTION SERVICES
409 COLLINS STREET, LITTLE ROCK, ARKANSAS 72202
PHONE: (501) 244-9955 FAX: (501) 244-9995
e-mail: sunbelt4u@sbcglobal.net
website: www.sunbelt4u.com

SUNBELT CONVENTION SERVICES INC.
409 Collins Street, Little Rock, Arkansas 72202
 Phone: (501) 244-9955 Fax: (501) 244-9995 e-mail: sunbelt4U@sbcglobal.net

EXHIBITOR RENTAL FORMS

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

TABLE WITH SKIRTING

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

| <u>QUANTITY</u> | <u>ITEM</u> | <u>FLOOR ORDER</u> | <u>ADVANCE ORDER</u> | <u>TOTAL</u> |
|-----------------|----------------------|--------------------|----------------------|--------------|
| _____ | 4' Table w/ skirting | \$35.00 | \$30.00 | _____ |
| _____ | 6' Table w/skirting | \$40.00 | \$35.00 | _____ |
| _____ | 8' Table w/ skirting | \$45.00 | \$40.00 | _____ |
| _____ | Raise Table 42" | \$30.00 | \$25.00 | _____ |
| _____ | Skirting Only | \$4.00/ft | \$3.00/ft | _____ |

PLEASE INDICATE COLOR PREFERENCE:

Beige Black Blue Burgundy Gold Green Grey Navy Purple Red Teal White

TABLE ONLY

| <u>QUANTITY</u> | <u>ITEM</u> | <u>FLOOR ORDER</u> | <u>ADVANCE ORDER</u> | <u>TOTAL</u> |
|-----------------|-------------|--------------------|----------------------|--------------|
| _____ | 4' Table | \$17.00 | \$12.00 | _____ |
| _____ | 6' Table | \$20.00 | \$15.00 | _____ |
| _____ | 8' Table | \$22.00 | \$17.00 | _____ |

CARPETING

| <u>QUANTITY</u> | <u>ITEM</u> | <u>FLOOR ORDER</u> | <u>ADVANCE ORDER</u> | <u>TOTAL</u> |
|-----------------|-------------|--------------------|----------------------|--------------|
| _____ | 10 x 10 | \$75.00 | \$60.00 | _____ |
| _____ | 10 x 20 | \$120.00 | \$90.00 | _____ |
| _____ | 10 x 30 | \$150.00 | \$120.00 | _____ |

Call Sunbelt for quote on bulk carpet prices. Starting at \$3.50ft

PLEASE INDICATE COLOR PREFERENCE: Beige Black Blue Burgundy Green Grey Navy Red

CARPET PADDING

| <u>QUANTITY</u> | <u>ITEM</u> | <u>FLOOR ORDER</u> | <u>ADVANCE ORDER</u> | <u>TOTAL</u> |
|-----------------|-------------|--------------------|----------------------|--------------|
| _____ | 9x10 | \$60.00 | \$40.00 | _____ |
| _____ | 9x20 | \$80.00 | \$60.00 | _____ |

_____ BOOTH CLEANING Includes: vacuum carpet/empty wastebasket. Carpet cleaned when delivered to booth. Additional daily carpet cleaning at a cost of \$20.00 per day per 10 x 10.

\$ 20.00 per day x _____ days = \$ _____

Call Sunbelt for quote on bulk carpet cleaning

SPECIALTY ITEMS

| <u>QUANTITY</u> | <u>ITEM</u> | <u>FLOOR ORDER</u> | <u>ADVANCE ORDER</u> | <u>TOTAL</u> |
|------------------------|-----------------------|---------------------------|-----------------------------|---------------------|
| _____ | Folding Chair | \$10.00 | \$ 5.00 | _____ |
| _____ | Padded Chair | \$25.00 | \$15.00 | _____ |
| _____ | Stool w/ back | \$45.00 | \$25.00 | _____ |
| _____ | Easel | \$15.00 | \$10.00 | _____ |
| _____ | Wastebasket | \$10.00 | \$ 5.00 | _____ |
| _____ | 6' Table Top Riser | \$15.00 | \$10.00 | _____ |
| _____ | 8' Table Top Riser | \$17.00 | \$12.00 | _____ |
| _____ | 40" H Cocktail Table | \$30.00 | \$20.00 | _____ |
| _____ | 3' High Masking Drape | \$3.00/ft | \$2.00/ft | _____ |
| _____ | 8' High Masking Drape | \$4.00/ft | \$3.00/ft | _____ |
| _____ | 30" Round table/skirt | \$35.00 | \$30.00 | _____ |
| _____ | 3' Silk Ficus Plants | \$25.00 | \$15.00 | _____ |
| _____ | 6' Silk Ficus Plants | \$35.00 | \$25.00 | _____ |

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

FREIGHT HANDLING

SHIP ALL FREIGHT TO:

SUNBELT CONVENTION SERVICES, 409 COLLINS STREET, LITTLE ROCK, ARKANSAS 72202

COMPANY NAME _____

BOOTH # _____

NAME OF SHOW _____

RATES AND SERVICES

Please Estimate and Circle inbound weight per shipment:

| | |
|-------------------|---------------------|
| Up to 200 lbs | \$50.00 |
| 201-300 lbs | \$75.00 |
| 301-400 lbs | \$100.00 |
| 401-500 lbs | \$125.00 |
| 501-750 lbs | \$150.00 |
| 751-1000 lbs | \$200.00 |
| 1001-1250 lbs | \$250.00 |
| 1251-1500 lbs | \$300.00 |
| 1501-2000 lbs | \$400.00 |
| 2000 lbs and over | \$20.00 per 100 lbs |

Sunbelt will receive, store, deliver to booth on installation day, remove, store and return empty containers, remove shipment from booth, and deliver to loading area of Exhibit Hall, where shipment will be loaded on common carrier's trucks. All shipments must arrive at least seven days prior to show date. Late shipments may be subject to 25% additional handling charge. In addition to the above quoted rates, additional charges will be made for special trips or handling of shipments arriving after initial installation date, or shipments arriving at show site after scheduled set-up times. When move-in or move-out times are scheduled during overtime hours due to circumstances beyond the control of Sunbelt, an additional 25% of the total will be applied.

INSURANCE: Sunbelt will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation of moving such materials. You agree to hold Sunbelt from responsibility for concealed and/or apparent damage to uncrated or unskidded materials.

SET-UP AND DISMANTLE LABOR ORDER

SERVICE A: SUNBELT SUPERVISION

_____ Sunbelt is authorized to erect our display prior to our arrival for a period of _____ hours, employing _____ laborers. Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt. We understand that all work will be done on straight time when possible. Sunbelt will contact our representative for instructions in the event of shortage in shipment or damage. Shipping information will be sent to Sunbelt.

_____ We authorize the same service to dismantle and pack our display for a period of _____ hours, employing _____ laborers. Instructions for shipping, address, and bill of lading will be left at the Sunbelt Service Desk prior to closing of event.

RATES

STRAIGHT TIME _____ \$40.00 PER HOUR
OVERTIME _____ \$60.00 PER HOUR
(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY, SUNDAY, AND HOLIDAYS) NOTE: STARTING TIME FOR ALL LABOR IS 8:00 A.M. – ONE HOUR MINIMUM PER LABORER

SERVICE B: EXHIBITOR SUPERVISION

_____ We request _____ laborer(s) to erect our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date) _____ at (time) _____ a.m./p.m., for a period of _____ hours.

_____ We request _____ laborer(s) to dismantle and pack our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date) _____ at (time) _____ a.m./p.m., for a period of _____ hours

RATES

STRAIGHT TIME _____ \$30.00 PER HOUR
OVERTIME _____ \$45.00 PER HOUR
(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY AND SUNDAY AND HOLIDAYS) EXHIBITORS MUST COME TO THE SUNBELT DESK TO SIGN IN AND OUT FOR LABORERS

Rev jan 2010 little rock

