

# DECORATING AND INSTALLATION ORDER FORM

MAIL OR FAX ORDER FORM TO:



**Fredericksburg Expo & Conference Center**

2371 Carl D. Silver Parkway

Fredericksburg, VA 22401

Contact: Tigre Fortune

Tel: 540-548-9235 Fax: 540-548-5577

Event Name: **HISTORICON**  
 Event Dates: **JULY 13 - 16TH, 2017**  
 Company Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**DECORATING SERVICES**

<b>ADVANCE PAYMENT DEADLINE DATE :</b>		<b>JUNE 29th, 2017</b>		
<b>Qty.</b>	<b>Description</b>	<b>Advance Price / Item</b>	<b>Regular Price / Item</b>	<b>Total Amount</b>
<b>BOOTH PACKAGE:</b>	1 - 8' Backdrop, 2 - 3' Side Rails, 1 - Topped/skirted Table, 2 - Chairs, 1 - Wastebasket, 1-ID Sign			
	8' Table (topped and skirted)	\$65.00	\$75.00	
	6' Table (topped and skirted)	\$55.00	\$65.00	
	4' Table (topped and skirted)	\$41.00	\$50.00	
	Any Table (topped & skirted) , 42" High	Add \$37.00	Add \$44.00	
	8' Table (no top or skirt)	\$30.00	\$34.00	
	6' Table (no top or skirt)	\$23.00	\$28.00	
	4' Table (no top or skirt)	\$20.00	\$22.00	
	Padded Chairs	\$14.00	\$17.50	
	Folding Chairs	\$7.00	\$8.00	
	Counter Stools	\$18.00	\$21.00	
	Waste Basket	\$7.00	\$8.00	
	Carpet 9' x 10'	\$70.00	\$80.00	
	Carpet 9' x 20'	\$112.00	\$138.00	
	Carpet 20x20 or larger	\$.50/ sq. ft.	\$.70/ sq. ft.	
	Carpet Padding per 9' x 10'	\$50.00	\$65.00	
	3' Drape per running foot (Additional)	\$2.75		
	8' Drape per running foot (Additional)	\$3.25		
			<b>Subtotal:</b>	
			<b>5.3% Sales Tax:</b>	
			<b>Total Due:</b>	

**If you need an item that is not listed above, contact Tigre at 540-548-9235 or tfortune@bmg1.com**

**PAYMENT INFORMATION:**

**CREDIT CARD:** \_\_\_ VISA \_\_\_ MC \_\_\_ AMEX \_\_\_ DISC CREDIT CARD #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
 (As it appears on card)

EXP DATE: \_\_\_\_\_ CVV CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**PERSONAL CHECK:** CHECK NUMBER \_\_\_\_\_  
 (checks payable to: Fredericksburg Expo & Conference Center]

*Thank you for choosing the  
 Fredericksburg Expo & Conference Center!*

**FOR OFFICE USE ONLY**

DATE REC'D: \_\_\_\_\_ REC'D BY: \_\_\_\_\_

AMT REC'D: \_\_\_\_\_

METHOD OF PAYMENT: \_\_\_\_\_