



- **Conventions**
- **Special Events**
- **Trade Shows**

Dear Exhibitor:

Expo Décor **welcomes** you to the **FFA Annual State Leadership Conference & Career Expo**. This event will be held **April 22-25, 2018** at the **Anaheim Convention Center**. Expo Décor is your Event Decorator Specialist.

Your 10' x 10' booth will include the following:

One (1) 8' high back wall drape  
One (1) 8' skirted table  
One (1) Wastebasket

Two (2) 3' high side rail drape  
Two (2) Folding Chairs  
One (1) 11" x 17" ID sign with booth #

The booth drape colors will be **Blue & Gold**.

Should you require any additional **tables, linens, carpeting, and much more** please complete the enclosed **Furniture and Accessories** and **Carpet** order forms.

Please complete the enclosed information and return it to us as soon as possible. To receive the "**Advanced**" rental price, forms & payment need to be received by **Friday, April 13, 2018**. Any order after this date will be at regular "Show" price and must be paid for by show time.

**The deadline for all forms and payments is Friday, April 13, 2018.**

**Exhibitor move-in:**   **Saturday, April 21<sup>st</sup> from 2:00 PM - 11:00 PM**  
                                  **Sunday, April 22<sup>nd</sup> from 8:00 AM - 2:00 PM**

**Show Hours:**         **Sunday, April 22<sup>nd</sup> from 2:00 PM - 5:00 PM**  
                                  **Monday, April 23<sup>rd</sup> from 10:00 AM - 3:00 PM**  
                                  **Tuesday, April 24<sup>th</sup> from 10:00 AM - 3:00 PM**

**Exhibitor move-out:**   **Tuesday, April 24<sup>th</sup> from 3:00 PM - 5:00 PM**

Should you require additional information, please contact us **(559) 495-3300**. We look forward to serving you.

Sincerely,

*Amanda Bunch*

Amanda Bunch  
Event Specialist

Enclosures



P.O. Box 9321  
 Fresno, CA 93791  
 Tel: (559) 495-3300  
 Fax: (559) 495-3305  
 www.expodecor.com

#115-18  
 FFA Annual State Leadership Conference & Career Expo  
 April 22-25, 2018  
 Anaheim Convention Center

# PAYMENT POLICY & BILLING AUTHORIZATION

**NOTE: THIS FORM & PAYMENT MUST ACCOMPANY  
 ALL ORDERS PLACED WITH EXPO**

## PLEASE PRINT CLEARLY or TYPE THE PAYMENT TYPE INFORMATION

American Express     Discover     MasterCard     Visa

Credit Card #

Exp. Code:   /

Security Code:

Name on the card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Billing Address (of credit card): \_\_\_\_\_ Zip: \_\_\_\_\_

The Cardholder hereby authorized the following people to sign on the above account for any additional charges incurred at show site:

\_\_\_\_\_

### Please enter the *Totals* from the appropriate forms:

Furniture & Accessories Total: \$ _____	Display Labor Total: \$ <u>N/A</u>	
Carpet Total: \$ _____	Booth Cleaning Services Total: \$ <u>N/A</u>	<b>Grand Total Due:</b>
Electrical Total: \$ <u>N/A</u>	Freight Handling Services Total: \$ <u>N/A</u>	\$ _____
Water & Utility Service Total: \$ <u>N/A</u>	Sign Hanging Services Total: \$ <u>N/A</u>	

COMPANY/EXHIBITOR: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ TEL: \_\_\_\_\_



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# FURNITURE & ACCESSORIES

#115-18 - FFA Annual State Leadership Conference  
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## TABLES

Wooden display tables - 24" wide - 32" high  
 Counter height tables are 24" wide - 42" high

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	4' LONG TABLE - SKIRTED	\$55.00	\$72.00
	4' LONG TABLE - NOT SKIRTED	\$43.00	\$56.00
	6' LONG TABLE - SKIRTED	\$61.00	\$79.00
	6' LONG TABLE - NOT SKIRTED	\$49.00	\$64.00
	8' LONG TABLE - SKIRTED	\$67.00	\$87.00
	8' LONG TABLE - NOT SKIRTED	\$55.00	\$72.00
	4' LONG COUNTER - SKIRTED	\$67.00	\$87.00
	4' LONG COUNTER - NOT SKIRTED	\$55.00	\$72.00
	6' LONG COUNTER - SKIRTED	\$73.00	\$95.00
	6' LONG COUNTER - NOT SKIRTED	\$61.00	\$79.00
	8' LONG COUNTER - SKIRTED	\$85.00	\$95.00
	8' LONG COUNTER - NOT SKIRTED	\$77.00	\$87.00
	48" ROUND TABLE - PLAIN	\$43.00	\$56.00
	60" ROUND TABLE - PLAIN	\$49.00	\$64.00
	72" ROUND TABLE - PLAIN	\$55.00	\$72.00
	COCKTAIL TABLE (30" HIGH)	\$37.00	\$48.00
	COCKTAIL TABLE (42" HIGH)	\$49.00	\$64.00
	5' SERPENTINE TABLE - PLAIN	\$61.00	\$79.00
	5' SERPENTINE TABLE - SKIRTED	\$73.00	\$95.00

## ACCESSORIES

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	FOLDING CHAIR	\$3.00	\$6.00
	BARSTOOL	\$12.00	\$16.00
	5-GAL. WASTEBASKET	\$8.00	\$10.00
	32-GAL. TRASH CAN	\$12.00	\$15.00
	FIRE EXTINGUISHER	\$31.00	\$40.00
	TABLE RISER: <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$21.00	\$27.00
	EASEL (WOOD/METAL)	\$19.00	\$25.00

## PIPE & DRAPE

ORDERS MUST BE PLACED A  
 MIN. OF 7-DAYS IN ADVANCE

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	PIPE SET: (1) Adj. Slider Pole, (2) 8' Uprights, (2) Lg. Baseplates	\$21.00	\$27.00
	3' tall drape - includes hardware	\$8.00/ft.	\$11.00/ft.
	8' tall drape - includes hardware	\$10.00/ft.	\$15.00/ft.

Drape is available in the following colors:

- Black     Blue     Berry     Burgundy
- Dusty Rose     Gold     Hunter Green     Plum
- Red     Silver     Teal     Violet
- White

## SKIRTING/LINEN

ORDERS MUST BE PLACED A  
 MIN. OF 7-DAYS IN ADVANCE

QTY.	DESCRIPTION	RENTAL PRICES
	32" HIGH TABLE SKIRT	\$19.00
	42" HIGH COUNTER SKIRT	\$21.00
	LINEN: 90" ROUND & 120" ROUND	\$15.00

Skirting is available in the following colors:

- Black     Blue     Berry     Burgundy
- Dusty Rose     Gold     Hunter Green     Plum
- Red     Silver     Teal     Violet
- White

NO CREDITS WILL BE ISSUED  
 AFTER CLOSE OF SHOW!

"Show" order rates apply for all orders not paid in FULL by the  
 'Advance Payment' deadline 04/13/2018.

Company: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_

Contact (print): \_\_\_\_\_

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

**TOTAL DUE:** \_\_\_\_\_

FOR OFFICE  
 USE ONLY

CONTRACT #:



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# CARPETING

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## STANDARD CARPET

Price includes complete installation and removal.

## CARPET PADDING

STANDARD SIZES

QTY.	SIZE	RENTAL PRICES	
		ADVANCE	SHOW
	10' X 10'	\$120.00	<b>\$145.00</b>
	10' X 20'	\$240.00	<b>\$290.00</b>
	10' X 30'	\$420.00	<b>\$520.00</b>
	10' X 40'	\$560.00	<b>\$710.00</b>

QTY.	SIZE	RENTAL PRICES	
		ADVANCE	SHOW
	10' X 10'	\$75.00	<b>\$100.00</b>
	10' X 20'	\$150.00	<b>\$200.00</b>
	10' X 30'	\$225.00	<b>\$325.00</b>
	10' X 40'	\$300.00	<b>\$450.00</b>

### Standard Carpet Colors (Check One):

- Black       Blue       Red

**NOTE:** Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes. All colors may not be available after show installation has begun.

**NO CREDITS WILL BE ISSUED  
 AFTER CLOSE OF SHOW!**

**"Show" order rates apply for all  
 orders not paid in FULL by the  
 'Advance Payment' deadline of  
 04/13/2018.**

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact (print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

### PLEASE MAKE SURE TO INCLUDE THE "PAYMENT POLICY & BILLING AUTHORIZATION" FORM

**Payment Policy:** All invoices must be settled at time of order. **Please scan** this form with the **PAYMENT POLICY & BILLING AUTHORIZATION** form to the Expo Decor Contact listed on the cover letter. All forms are your receipt of services ordered. A credit card receipt will be faxed or emailed to you upon receiving materials to show that payment has been collected.

<b>FOR OFFICE USE ONLY</b>	CONTRACT #:	<b>TOTAL DUE:</b>
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