

Exhibition & Production Services Request Form

To provide you with timely, accurate, services and billing, please fill out the information below and return to us at your earliest convenience. All requests require a 14 -day minimum notice. Requests received inside of 14 days will be subject to on-site pricing

Date of Install/Function Event Name Booth Number/Location

On-Site Contact Name Exhibiting Company/Vendor Name

Company Address, City, State and Zip

Company Phone Number Company Fax Number

Charge to: credit card listed below check enclosed

Credit Card Type Credit Card Number

Expiration Date Cardholder Name

Quantity	Description	Advance Order	On-Site Order	Total Cost
Electrical				
	110V, (basic booth power)	\$ 50.00	\$ 60.00	
	208V, Single Phase	\$ 300.00	\$ 400.00	
	208V, 3 Phase, 100 AMPS	\$ 500.00	\$ 600.00	
Technology Support				
	House Phone Per Day	\$ 25.00	\$ 50.00	
	Dial "9" Phone Per Day	\$ 100.00	\$ 125.00	
	DID Phone Per Day	\$ 125.00	\$ 150.00	
	Merlot High Speed Internet Connectivity	Call for Quote	Kyle Kersting 314-418-5951	
	All Computers, Monitors and Office Equipment	Call for Quote	Kyle Kersting 314-418-5951	
	Tripod Screen 6' or 8'	\$ 45.00	\$ 60.00	
	Television VCR Per Day	\$ 200.00	\$ 240.00	
Mechanical				
	Mechanic (per hour)	\$ 38.00	\$ 58.00	
	Banner Hanging (per banner)	\$ 35.00	\$ 50.00	
			TOTAL	

Authorized Signature for Payment **Date**

If you have technology needs that are not listed, please contact Kyle Kersting for a quote. All prices are inclusive of service charge and sales tax