HENRY HELGERSON COMPANY

Conventions Trade Shows Flags & Flag Poles
2900 S. Hydraulic Wichita, Kansas 67216
316-943-1851 Fax 316-267-4804 Email: info@henryhelgerson.com

RENTAL ORDER FORM

Company Name _____ Booth #_____

Street Address _____ Phone _____

City_____ State _____ Zip Code_____

Ordered by: _____ Email: _____ P.O. #_____

Following rental prices are for the duration of the show, and include delivery and removal.

SHOW COLORS: Black & White

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
DISPLAY TABLES-Draped 3 Sides					
24"W x 30"H x 4'L	$28.00	$25.00			
24"W x 30"H x 6'L	$32.00	$28.00			
24"W x 30"H x 8'L	$42.00	$38.00			
30"W x 30"H x 8'L	$42.00	$38.00			
DISPLAY TABLES (42" Counter Height)-Draped					
24"W x 42"H x 4'L	$40.00	$35.00			
24"W x 42"H x 6'L	$45.00	$40.00			
24"W x 42"H x 8'L	$50.00	$45.00			
30"W x 42"H x 8'L	$50.00	$45.00			
DISPLAY TABLES-Undraped					
24"W x 30"H x 4'L	$17.00	$12.00			
24"W x 30"H x 6'L	$19.00	$14.00			
24"W x 30"H x 8'L	$26.00	$21.00			
30"W x 30"H x 8'L	$27.00	$22.00			
SPECIAL DRAPING *(additional draping above contracted amount)*					
3' high per foot	$3.00	$2.00			
8' high per foot	$5.00	$4.00			
BOOTH CARPETING					
10' x 10'	$90.00	$75.00			
10' x 20'	$180.00	$150.00			
10' x 30'	$270.00	$225.00			
10' x 40'	$360.00	$300.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
Set-up Labor: ***(available upon request)***					
Opening Day Carpet Cleaning: $.24 x _____ sq. ft.					
EXPO FURNISHINGS					
42" High Cocktail Table	$18.00	$15.00			
42" High Cocktail Table with Tablecloth	$32.00	$28.00			
Plastic Side Chair	$10.00	$7.00			
Padded Chair	$20.00	$14.00			
High Stool with Back	$20.00	$14.00			
Floor Easel	$12.00	$10.00			
Wastebasket	$7.00	$6.00			
TREES & PLANTS					
Live Plants-Call for Pricing	TBD	TBD			
Ficus Tree	$40.00	$30.00			
Table Top Plants	$15.00	$12.00			

SUB TOTAL $ _____

9.15% Sales Tax $ _____

TOTAL DUE $ _____

Kansas Recreation & Parks Assoc. Conference 2020

Topeka Expocentre
Topeka, Kansas

February 11, 2020

Draping Colors:
Black, Blue, Burgundy, Green, Gold, Plum, Red, Silver, White

Carpet Colors:
Black, Blue, Gray, Green, Red

***NOTE:** TO RECEIVE DISCOUNT PRICE ALL ORDERS MUST BE RECEIVED WITH PAYMENT THREE (3) WORKING DAYS PRIOR TO SHOW OPENING.

RECEIPT REQUEST _____YES _____NO
If not specified, no receipt will be sent.

Payment:** Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discount prices.

☐ Check Enclosed ☐ Discover ☐ Amex

☐ Credit Card Charge: ☐ Visa ☐ Mastercard

Card Number _____

Name on Card _____

Expiration Date _____Security Code ( )

Signature _____