



CARPET ORDER FORM

Exhibiting Firm:		Booth/Room #	
Address:			
City:		State:	Zip:
Phone Number:		Fax Number:	
Email Address:			
Print Name:		Authorized Signature:	
Show Site Contact Authorized to Sign:			
Show Site Contact Phone Number and Email:			
Date & Time of Installation:		Date & Time of Removal:	
Electrical or Utilities Under the Carpet: YES NO - please circle			

The rates listed below include delivery to the booth on straight time, usage during the show, and removal after the show. Installations and dismantles that require overtime or premium time will be charged an additional 40% each way. Please see a CSS representative if you require a special item that is not available. Items cancelled before delivery will be charged 50% of the original price and 100% of the original price once item has been delivered. All claims or discrepancies must be settled at our service center prior to the close of show. **FULL PAYMENT MUST ACCOMPANY ALL ORDERS.** No phone orders will be taken. We cannot guarantee that all items listed below will be available if you fail to order in advance.

Standard Carpet			
<i>**If your carpet requirements exceed 10' x 40' you must order a custom size carpet**</i>			
QTY	Description	Rate	Total
	10' x 10' Carpet	\$ 175.00	
	10' x 20' Carpet	\$ 300.00	
	10' x 30' Carpet	\$ 475.00	
	10' x 40' Carpet	\$ 575.00	
Custom Carpet			
<p>This rate includes installation and removal on straight time. Installation that requires overtime or premium time will be charged an additional 40%. Additional labor charges may apply to fit carpet around platforms, stairways, etc.</p> <p>Booth size: _____ ft. x _____ ft. = _____ sq. ft. x \$2.60 = \$ _____</p> <p>Circle Color Request: Red Blue Black Grey Burgundy Teal Tuxedo Charcoal Blue-Jay</p>			
Carpet Padding/Poly Covering			
QTY	Description	Rate	Total
	Carpet Pad/Per sq. ft.	\$ 1.02	
	Poly Covering/Per sq. ft.	\$ 0.69	

Visit us at www.convshow.com for fast and easy online order processing.