



Conventions Trade Shows Flags & Flag Poles  
 2900 S. Hydraulic Wichita, Kansas 67216  
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 Email: info@henryhelgerson.com

**RENTAL  
ORDER  
FORM**

Company Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_

Booth # \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Zip Code \_\_\_\_\_  
 P.O. # \_\_\_\_\_

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

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
<b>DISPLAY TABLES-Draped 3 Sides</b>					
24"W x 30"H x 4'L	\$30.00	\$27.00			
24"W x 30"H x 6'L	\$34.00	\$30.00			
24"W x 30"H x 8'L	\$45.00	\$40.00			
30"W x 30"H x 8'L	\$45.00	\$40.00			
<b>DISPLAY TABLES (42" Counter Height)-Draped</b>					
24"W x 42"H x 4'L	\$42.00	\$37.00			
24"W x 42"H x 6'L	\$48.00	\$42.00			
24"W x 42"H x 8'L	\$53.00	\$48.00			
30"W x 42"H x 8'L	\$53.00	\$48.00			
<b>DISPLAY TABLES-Undraped</b>					
24"W x 30"H x 4'L	\$18.00	\$13.00			
24"W x 30"H x 6'L	\$20.00	\$15.00			
24"W x 30"H x 8'L	\$28.00	\$23.00			
30"W x 30"H x 8'L	\$29.00	\$24.00			
<b>SPECIAL DRAPING (additional draping above contracted amount)</b>					
3' high per foot	\$4.00	\$3.00			
8' high per foot	\$6.00	\$5.00			
<b>BOOTH CARPETING</b>					
10' x 10'	\$95.00	\$79.00			
10' x 20'	\$189.00	\$158.00			
10' x 30'	\$284.00	\$237.00			
10' x 40'	\$378.00	\$315.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
<b>Set-up Labor: (available upon request)</b>					
<b>Opening Day Cleaning:</b> \$.26 x _____ sq. ft.					
<b>Daily Cleaning:</b> \$.26 x _____ sq. ft. x _____ # days					
<b>EXPO FURNISHINGS</b>					
42" High Cocktail Table	\$19.00	\$16.00			
42" High Cocktail Table with Tablecloth	\$34.00	\$30.00			
Plastic Side Chair	\$11.00	\$8.00			
Padded Chair	\$21.00	\$17.00			
High Stool with Back	\$21.00	\$17.00			
Floor Easel	\$13.00	\$10.50			
Wastebasket	\$8.00	\$7.00			

**SHOW COLORS: Black & White**

**KMEA**  
**Century II Convention Center**  
**Expo Hall Wichita, KS**  
  
**Feb 23-25, 2023**

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

**CLEANING:** Includes vacuuming carpet and emptying waste baskets prior to show opening (after booth setup). Cleaning prior to opening of each day of show is also available.

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

RECEIPT REQUEST \_\_ YES \_\_\_ NO  
 Receipt will be available when using online payment.

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

- Check Enclosed
- Invoice Emailed

Signature \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_

7.5% Sales Tax \_\_\_\_\_

\$ TOTAL DUE \$ \_\_\_\_\_

**A LINK WILL BE PROVIDED TO PAY AFTER INVOICE HAS BEEN PROCESSED**