



Conventions Trade Shows Flags & Flag Poles
 2900 S. Hydraulic Wichita, KS 67216
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 Email: info@henryhelgeron.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	
DISPLAY TABLES-Draped 3 Sides					<i>Color</i>
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			
DISPLAY TABLES (42" Counter Height)-Draped					<i>Color</i>
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			
DISPLAY TABLES-Undraped					
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			
SPECIAL DRAPING (additional draping above contracted amount)					<i>Color</i>
3' high per foot	\$4.00	\$3.00			
8' high per foot	\$6.00	\$5.00			
BOOTH CARPETING					<i>Color</i>
10' x 10'	\$95.00	\$80.00			
10' x 20'	\$190.00	\$160.00			
10' x 30'	\$285.00	\$240.00			
10' x 40'	\$380.00	\$320.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
Set-up Labor: (available upon request)					
Opening Day Cleaning: \$.26 x _____ sq. ft.					
Daily Cleaning: \$.26 x _____ sq. ft. x _____ # days					
EXPO FURNISHINGS					
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	\$11.00			
Wastebasket	\$ 8.00	\$ 7.00			

SHOW COLORS:

**KANSAS MUSIC EDUCATORS
ASSOCIATION CONFERENCE**

**Century II Convention Center
Wichita, KS
February 22-24, 2024**

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

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

***NOTE: ORDERS MUST BE RECEIVED AND PAID FOR AT LEAST THREE (3) WORKING DAYS PRIOR TO THE SHOW OPENING TO RECEIVE THE DISCOUNT PRICE.**

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

- Check Enclosed
- Credit Card Payment

Card Number: _____
 Name on Card: _____
 Card Expiration Date: _____
 Security Code on Card: _____
 Signature: _____

CREDIT CARD INFORMATION IS DISCARDED AFTER PROCESSING PAYMENT. INVOICES OVER \$500 WILL INCUR A 3% FEE IF PAID WITH A CREDIT CARD.

A RECEIPT WILL BE EMAILED AFTER THE PAYMENT IS PROCESSED.

SUB TOTAL \$ _____
SALES TAX 7.5% \$ _____
TOTAL DUE \$ _____