



Helgerson

With The Image Resources Group

Conventions Trade Shows Flags & Flag Poles

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**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
DISPLAY TABLES-Draped 3 Sides					
24"W x 30"H x 4'L	\$32.00	\$27.20			
24"W x 30"H x 6'L	\$36.00	\$30.60			
24"W x 30"H x 8'L	\$48.00	\$40.80			
30"W x 30"H x 8'L	\$48.00	\$40.80			
DISPLAY TABLES (42" Counter Height)-Draped					
24"W x 42"H x 4'L	\$45.00	\$38.25			Color
24"W x 42"H x 6'L	\$51.00	\$43.35			
24"W x 42"H x 8'L	\$56.00	\$47.60			
30"W x 42"H x 8'L	\$56.00	\$47.60			
DISPLAY TABLES-Undraped					
24"W x 30"H x 4'L	\$19.00	\$16.15			
24"W x 30"H x 6'L	\$21.00	\$17.85			
24"W x 30"H x 8'L	\$30.00	\$25.50			
30"W x 30"H x 8'L	\$31.00	\$26.35			
SPECIAL DRAPING (additional draping above contracted amount)					
3' high per foot	\$5.00	\$4.25			Color
8' high per foot	\$7.00	\$5.95			
BOOTH CARPETING					
10' x 10'	\$100.00	\$85.00			Color
10' x 20'	\$200.00	\$170.00			
10' x 30'	\$300.00	\$255.00			
10' x 40'	\$400.00	\$340.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
Set-up Labor: (available upon request)					
EXPO FURNISHINGS					
42" High Cocktail Table	\$20.00	\$17.00			
42" High Cocktail Table with Tablecloth	\$36.00	\$30.60			
Plastic Side Chair	\$12.00	\$10.20			
Padded Chair	\$22.00	\$18.70			
High Stool with Back	\$22.00	\$18.70			
Floor Easel	\$14.00	\$11.90			
Wastebasket	\$ 9.00	\$ 7.65			

SHOW COLORS: BLACK & WHITE

**Kansas Music Educators
Association Conference
2025**

**Century II Convention Center
February 27 - March 1, 2025**

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

***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: _____

SUB TOTAL \$ _____

SALES TAX 7.5% \$ _____

TOTAL DUE \$ _____

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.