



CONVENTIONS ** TRADE SHOWS ** FLAGS & FLAGPOLES

2900 S. Hydraulic, Wichita, KS 67216

316-943-1851

Email: info@henryhelgerson.com

RENTAL ORDER FORM

Company Name: _____

Street Address: _____

City: _____ State: _____

Ordered by: _____ Email: _____

Booth: _____

Phone: _____

Zip Code: _____

PO# _____

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	\$38.40	\$32.65			
24"W x 30"H x 6'L	\$43.20	\$36.70			
24"W x 30"H x 8'L	\$57.60	\$49.00			
30"W x 30"H x 8'L	\$57.60	\$49.00			
DISPLAY TABLES (42"Counter Height)-Draped					
24"W x 42"H x 4'L	\$54.00	\$46.00			COLOR
24"W x 42"H x 6'L	\$61.20	\$52.00			
24"W x 42"H x 8'L	\$67.20	\$57.10			
30"W x 42"H x 8'L	\$67.20	\$57.10			
DISPLAY TABLES - Undraped					
24"W x 30"H x 4'L	\$22.80	\$19.35			
24"W x 30"H x 6'L	\$25.20	\$21.40			
24"W x 30"H x 8'L	\$36.00	\$30.60			
30"W x 30"H x 8'L	\$37.20	\$31.60			
SPECIAL DRAPING (additional draping above contracted amount)					
3' high per foot	\$3.00	\$2.00			COLOR
8' high per foot	\$5.00	\$4.00			
BOOTH CARPETING					
10' x 10'	\$120.00	\$102.00			
10' x 20'	\$240.00	\$204.00			
10' x 30'	\$360.00	\$306.00			
10' x 40'	\$480.00	\$408.00			
Carpet padding 1/2 the Price of Carpet Ordered					
Set-up Labor: (Available upon request)					
Opening Day Cleaning: \$.32 x _____ sq. ft.					
Daily Cleaning: \$.32 x _____ sq. ft. x _____ # days					
EXPO FURNISHINGS					
42" High Cocktail Table	\$24.00	\$20.40			
42" High Cocktail Table w/tablecloth	\$43.20	\$36.70			
Plastic Side Chair	\$14.40	\$12.25			
Padded Chair	\$26.40	\$22.45			
High Stool with Back	\$26.40	\$22.45			
Floor Easel	\$16.80	\$14.25			
Wastebasket	\$10.80	\$9.20			

SUB-TOTAL \$ _____

SALES TAX 7.5% \$ _____

TOTAL DUE \$ _____

SHOW COLORS: BLACK & WHITE

KS MUSIC EDUCATORS ASSOC CONFERENCE 2027

Century II Convention Center
Wichita, KS
February 25-27, 2027

Draping Colors: Carpet Colors:

Black	Plum	Black
Blue	Red	Blue
Burgundy	Silver	Gray
Gold	White	Green
Green		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 **SEVEN (7)** working days prior to exhibitor move in date 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: _____ Billing Zip: _____

Signature: _____

CREDIT CARD INFORMATION IS DISCARDED AFTER PAYMENT IS PROCESSED. INVOICES WILL INCUR A 3.5% FEE IF PAID WITH A CREDIT CARD OR ELECTRONIC ACH. RECEIPT WILL BE EMAILED AFTER THE PAYMENT IS PROCESSED.

THERE WILL BE A 50% PRICE INCREASE FOR CARPET ORDERS RECEIVED THE FIRST DAY OF VENDOR MOVE IN TO DAY OF SHOW. ALL ORDERS MUST BE PAID IN FULL PRIOR TO SHOW DATE.