

**ADDITIONAL DECORATING & INSTALLATION
ORDER FORM**

EMAIL OR FAX ORDER FORM TO:

THE BALLANTINE GROUP

Ballantine Management Group
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Tel: 540-548-9239 | Fax: 540-548-5577
csilversmith@bmg1.com

Event Name: **APWA Mid-Atlantic Chapter
Conference and Equipment Show**
Event Dates: **May 1 - 4, 2018**
Company Name: _____
Billing Address: _____
Contact: _____
Email: _____
Phone: _____ Fax: _____

DECORATING SVC FOR ADD-ON ITEMS ONLY

	<u>ADVANCE PAYMENT DEADLINE</u> <u>DATE: April 20th, 2018</u>	Friday, April 20th, 2018	After April 20th, 2018	
Qty.	Description	Advance Price / Item	Regular Price / Item	Total Amount
10x10 Booth Package:	8' Backdrop, 2-3' Side Rails, 1- topped & skirted table, 2 folding chairs, 1-ID sign, 1 wastebasket.	Large Exhibit Booth (labeled as "EQ" on floor plan) is 30'x30'		
	8' Table (topped and skirted)	\$65.00	\$75.00	
	6' Table (topped and skirted)	\$55.00	\$65.00	
	4' Table (topped and skirted)	\$41.00	\$50.00	
	Any Table (topped & skirted) , 42" High	Add \$37.00	Add \$44.00	
	8' Table (no top or skirt)	\$30.00	\$34.00	
	6' Table (no top or skirt)	\$23.00	\$28.00	
	4' Table (no top or skirt)	\$20.00	\$22.00	
	Padded Chairs	\$14.00	\$17.50	
	Folding Chairs	\$7.00	\$8.00	
	Counter Stools	\$18.00	\$21.00	
	Waste Basket	\$7.00	\$8.00	
	Carpet 9' x 10'	\$70.00	\$80.00	
	Carpet 9' x 20'	\$112.00	\$138.00	
	Carpet 20x20 or larger	\$.50/ sq. ft.	\$.70/ sq. ft.	
	Carpet Padding per 9' x 10'	\$50.00	\$65.00	
	3' Drape per running foot (Additional)	\$2.75	\$3.00	
	8' Drape per running foot (Additional)	\$3.25	\$3.75	
	3' Pole and Base	\$8.00	\$13.00	
	8' Pole and Base	\$10.00	\$15.00	
	Cross Bar (No Drape)	\$15.00	\$20.00	
			Subtotal:	
			5.3% Sales Tax:	
			Total Due:	

If you have questions , please contact Casey Silversmith at 540-548-9239 or csilversmith@bmg1.com

PAYMENT INFORMATION: CREDIT CARD: ___ VISA ___ MC ___ AMEX ___ DISC
CREDIT CARD #: _____ EXPIRATION DATE: _____ CVV: _____
PRINT NAME: _____
(As it appears on card)
SIGNATURE: _____
PERSONAL CHECK# _____ (payable to: Ballantine Management Group, LLC)

FOR OFFICE USE ONLY
DATE REC'D: _____ REC'D BY: _____
AMT REC'D: _____
Method of payment: _____