

1380 Stoney Point Road SW
 Cedar Rapids, IA. 52404
 Office: 319-366-3443
 Fax: 319-364-5207
 Toll Free: 800-260-5250/www.spielmans.com



**Booth Equipment
 Order Form**

DEADLINE: September 17.

TABLES CODE 1 Qty TOTAL

DRAPED TABLES

- * Draping includes white vinyl top and pleated skirt on 3 sides
- * Choose your table size, height and width
- * Order in advance of the show and save

Skirt Colors (circle) - Black Blue Burgundy Gold Silver
 Hunter Green Dusty Rose Teal Red White

Size and Height Selection -

30" High	Advance	Floor	Qty	Total
4' long x 30" wide	\$45.00	\$ 58.50		\$ -
6' long x 30" wide	\$50.00	\$ 65.00		\$ -
8' long x 30" wide	\$55.00	\$ 71.50		\$ -
3' Round Table	\$45.00	\$ 58.50		\$ -
4' Round Table	\$55.00	\$ 71.50		\$ -
5' Round Table	\$60.00	\$ 78.00		\$ -

42" High	Advance	Floor	Qty	Total
4' long x 30" wide	\$50.00	\$ 65.00		\$ -
6' long x 30" wide	\$55.00	\$ 71.50		\$ -
8' long x 30" wide	\$60.00	\$ 78.00		\$ -
3' Round Table	\$50.00	\$ 65.00		\$ -
4' Round Table	\$55.00	\$ 71.50		\$ -

4th side draped

4th side draped	Advance	Floor	Qty	Total
4th side draped	\$17.00	\$ 22.10		\$ -

SKINNY TABLES

Skiny Tables	Advance	Floor	Qty	Total
6' x 18" x 30" High	\$50.00	\$ 65.00		\$ -
6' x 18" x 42" High	\$55.00	\$ 71.50		\$ -
8' x 18" x 30" High	\$60.00	\$ 78.00		\$ -
8' x 18" x 42" High	\$65.00	\$ 84.50		\$ -

COMBINED TOTAL

TOTAL \$ -

CARPETING

Color	Advance	Floor	Qty	Total
9' x 10' Carpet	\$ 55.00	\$ 71.50		\$ -
9' x 20' Carpet	\$100.00	\$ 130.00		\$ -
9' x 30' Carpet	\$145.00	\$ 188.50		\$ -

Colors: Red Green Blue Burgundy Black Silver

TOTAL \$ -

BOOTH FURNITURE

CHAIRS	Advance	Floor	Qty	Total
Folding Samsonite	\$3.00	\$ 3.90		\$ -
Padded Bar Stool	\$15.00	\$ 19.50		\$ -
Wooden Bar Stool	\$10.00	\$ 13.00		\$ -

MISCELLANEOUS

Velcro Board	\$50.00	\$ 65.00		\$ -
Chrome Easel	\$15.00	\$ 19.50		\$ -
Wastebasket	\$3.00	\$ 3.90		\$ -
Extension Cords 25'	\$5.00	\$ 6.50		\$ -
Stanchions	\$12.00	\$ 15.60		\$ -
Red Velour Rope 8'	\$10.00	\$ 13.00		\$ -
White Plastic Chain 10'	\$4.00	\$ 5.20		\$ -

TOTAL \$ -

DRAPED TABLE RISERS 12" wide x 12" high

	Advance	Floor	Qty	Total
4' long	\$12.00	\$ 15.60		\$ -
6' long	\$17.00	\$ 22.10		\$ -
8' long	\$22.00	\$ 28.60		\$ -

TOTAL \$ -

PLAIN DISPLAY TABLE

Tables 30" Wide	Advance	Floor	Qty	Total
4' Rect. Table 30" High	\$15.00	\$ 19.50		\$ -
42" High	\$20.00	\$ 26.00		\$ -
3,4,5,6' Round 30" High	\$15.00	\$ 19.50		\$ -
Tables 42" High	\$20.00	\$ 26.00		\$ -

6' Rect. Table 30" High	\$15.00	\$ 19.50		\$ -
42" High	\$20.00	\$ 26.00		\$ -
8' Rect. Table 30" High	\$15.00	\$ 19.50		\$ -
42" High	\$20.00	\$ 26.00		\$ -

Tables 18" Wide	Advance	Floor	Qty	Total
6' x 18" 30" High	\$15.00	\$ 19.50		\$ -
42" High	\$20.00	\$ 26.00		\$ -
8' x 18" 30" High	\$20.00	\$ 26.00		\$ -
42" High	\$25.00	\$ 32.50		\$ -

TOTAL \$ -

TOTAL INVOICE

Advance	\$ -
Floor	TAX
	TOTAL

NAME OF SHOW Iowa League of Cities **BOOTH #** _____

COMPANY NAME _____

ADDRESS _____ city _____ state _____ zip _____

ORDERED BY Print Name: _____ Signature: _____

PHONE (+ area code) _____

FAX # _____

** FREIGHT SERVICE AND RATE INFORMATION **

Mail / Ship To:
Spielman's Event Services
1380 Stoney Point Road SW
Cedar Rapids , Iowa 52404



Iowa League of Cities

Show name: _____

Location _____

Show Date _____

Booth # _____

****All freight must be received by noon, Monday, Sept. 20.****

Company Name: _____

Address _____

City/State/Zip _____

Phone/Fax _____

Contact Name _____

****Any freight received without payment will not be delivered. Please include method of payment form****

Advance Shipments

Spielman's Event Services will receive crated / boxed shipments at our warehouse prior to the show and will provide 30 days storage.

Fees (include freight handling services for shipments to and from show)

\$40.00 per 100 lbs (200 lbs. minimum charge per exhibitor for shipped materials)

Included Freight Handling Services

Receiving at warehouse, delivery to show location, delivery to booth, removal & storage of empty packaging materials, delivery of packages ready for shipping to booth, outbound arrangements made with preferred shipper

Booth Literature / Samples (One Way Shipments)

Boxed material samples received for one way drop off to display booth. Minimum charge \$25.00 (1-3) boxes

More than 3 boxes **Advance Shipment** rate applies. # of boxes

SHIPMENT FORWARDING INFORMATION AFTER THE SHOW

SAME AS ABOVE?

Company _____

Address _____

City/State/Zip _____

Phone/Fax _____ State _____ Zip _____

Forward via: Truck Air Freight Other UPS FED - EX DHL (circle one)

****All freight must be received by noon, Monday, Sept. 20.****

account # _____

Total pieces
approx weight

Special Instructions _____

****SKILLED LABOR AND FORKLIFT RATES****

Spielman's Event Services
1380 Stoney Point Road SW
Cedar Rapids, Iowa 52404
Phone (319) 366-3443
Toll Free 1-800-260-5250
Fax (319) 364-5207



Iowa League of Cities

Show name:

Location

Show Date:

Booth # _____

Company Name: _____

Address _____

City/State/Zip _____

Phone/Fax _____

Contact Name _____

FORKLIFT RATES

Spielman's will provide a forklift and driver for the transportation of oversized items to the show floor / booth.

Rates: Forklift service is billed at \$50.00 per item

of items

SKILLED LABOR

Spielman's Event Services will install your booth and dismantle after the show (instructions need to accompany the display)

Installation/Dismantle

Regular Rate (8:00am-5:00pm Mon - Sat) Minimum of 1 hour. We will bill actual man hours

\$29.50 per hour

Overtime Rate (After 5:00pm or Sunday) Minimum of 1 hour. We will bill actual man hours.

44.50 per hour

Special instructions _____

METHOD OF PAYMENT

Spielman's Event Services
1380 Stoney Point Road SW
Cedar Rapids, Iowa 52404
Phone (319) 366-3443
Toll Free 1-800-260-5250
Fax (319) 364-5207



Iowa League of Cities

Show name

Location

Show Date:

Booth # _____

Company Check

Credit Card

Account # _____

Expiration Date ____/____

PID # (3 digit on back of card) _____

Card type Visa MasterCard American express Discover (circle one)

Company Name: _____

Address (same as on credit card) _____

City/State/Zip _____

Phone/Fax _____

Contact Name _____

Totals (from other forms)

DEADLINE: September 17.

Equipment

\$

Freight

\$

Skilled Labor

\$

Forklift Service

\$

don't forget to add tax 6%

sub-total tax total

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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