

DECORATING AND INSTALLATION ORDER FORM

MAIL OR FAX ORDER FORM TO:



**Fredericksburg Expo
& Conference Center**
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Tel: 540-548-5555
Fax: 540-548-0552

DECORATING SERVICES

Event Name: **2009 TriCon**
 Event Dates: **August 11 - 13, 2009**
 Company Name: _____
 Billing Address: _____

 Contact: _____
 Email: _____
 Phone: _____ Fax: _____

ADVANCE PAYMENT DEADLINE DATE :		MONDAY, July 27th 2009		
Qty.	Description	Advance Price / Item	Regular Price / Item	Total Amount
10x10 Booth Package:	1—8' Back Drape, 2 - 3' Side Rails, 1 - Topped/Skirted Table, 2 - Folding Chairs and 1 - Wastebasket			
	8' Table (topped and skirted)	\$59.00	\$69.00	
	6' Table (topped and skirted)	\$49.00	\$58.00	
	4' Table (topped and skirted)	\$37.00	\$44.00	
	Any Table (topped & skirted) , 42" High	Add \$33.00	Add \$39.00	
	8' Table (no top or skirt)	\$24.00	\$28.00	
	6' Table (no top or skirt)	\$20.00	\$24.00	
	4' Table (no top or skirt)	\$18.00	\$21.00	
	Padded Chairs	\$14.00	\$17.00	
	Folding Chairs	\$6.75	\$7.75	
	Counter Stools	\$16.00	\$19.00	
	Waste Basket	\$6.75	\$7.75	
	Carpet 9' x 10'	\$64.00	\$76.00	
	Carpet 9' x 20'	\$101.00	\$122.00	
	Carpet - 20x20 or Larger	\$.60/ sq. ft	\$.90/ sq. ft.	
	3' Drape per running foot (Additional)	\$2.40		
	8' Drape per running foot (Additional)	\$2.85		
			Subtotal:	
			5% Sales Tax:	
			Total Due:	

If you need an item that is not listed above, please contact Casey Silversmith at 540-548-5555 ext 108

PAYMENT INFORMATION:

CREDIT CARD: ___ VISA ___ MC ___ AMEX ___ DISC CREDIT CARD #: _____

PRINT NAME: _____
(As it appears on card)

EXPIRATION DATE: _____

SIGNATURE: _____

PERSONAL CHECK: CHECK NUMBER _____
(checks payable to: Fredericksburg Expo Center, LLC)
Thank you for choosing the
Fredericksburg Expo & Conference Center!

FOR OFFICE USE ONLY	
DATE REC'D: _____	REC'D BY: _____
AMT REC'D: _____	
METHOD OF PAYMENT: _____	