



Exhibit Equipment Rental Form

Show or Event Name _____ Booth # _____
Company _____
Address _____
City _____ State _____ Zip _____
Telephone # _____ Fax # _____
Customer Name _____

Equipment Summary

Furniture Total \$ _____
Electrical Total \$ _____
Material Handling \$ _____
Miscellaneous \$ _____
SHOW TOTAL \$ _____

Method of Payment: Check Credit Card Purchase Order # _____

Credit Card Payment: *Alaska Event Services* is authorized to charge the following credit card account for all services requested by the undersigned, or their representative, which remain unpaid at the close of the event.

Type of Card: Visa MasterCard American Express
Account # _____ Expiration _____
Card Holder Name _____ Sec. Code _____
Signature of Authorization _____

Special Terms and Conditions

NOTE: ALL ORDERS TAKEN TEN (10) DAYS OR LESS BEFORE EVENT WILL BE CHARGED AT 1.5 TIMES THE REGULAR PUBLISHED RATE. All cancellations and removal of rented material after move-in begins are subject to a 1/3 restocking fee. There are no refunds for electrical outlets. All orders are subject to availability. Payment in full is required before processing.

"Events with Excellence"

P.O. Box 200291 Anchorage, Alaska 99520 Telephone (907) 345-8789 Fax (907) 345-5018

Alaska Event Services

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Exhibit Furniture

Tables and Counters

Circle Color: **RED WHITE**

BLUE BLACK TEAL

FOREST GREEN

All tables are 24" wide and 29" high. Counters are 40" high. Tables with skirting are skirted on *three* sides and include a white vinyl top. If color is not circled, show color will be used.

___ 4' Plain Table	\$27.00
___ 4' Skirted Table	\$58.50
___ 4' Plain Counter	\$35.00
___ 4' Skirted Counter	\$69.50

___ 6' Plain Table	\$30.00
___ 6' Skirted Table	\$70.00
___ 6' Plain Counter	\$40.00
___ 6' Skirted Counter	\$78.00

___ 8' Plain Table	\$38.00
___ 8' Skirted Table	\$94.00
___ 8' Plain Counter	\$55.00
___ 8' Skirted Counter	\$102.50

___ 30" Pedestal Table	\$44.00
___ 36" Round Table	\$52.00
___ 36" Round Table (Skirted)	\$77.00

___ Table Skirting Only	\$39.00
___ 6' Vinyl Top Only	\$8.00
___ 8' Vinyl Top Only	\$8.50

Chairs

___ Folding Chair	\$8.00
___ Padded Chair	\$36.50
___ Padded Stool	\$78.00

Booth Carpet

Circle Color: **BLUE BLACK**

RED GRAY

___ 9'x 10'	\$150.00
___ 9'x 20'	\$250.00

Longer than 20': Call for Quote

Carpet Padding: \$105.00 per 9'x 10' ___

Booth Carpet Cleaning

\$15.00 per 9'x 10' per day
(number of booth spaces ___ x number of days ___ x \$15.00 = _____)

Miscellaneous

___ Wastebasket	\$5.00
___ Easel	\$15.50
___ Coat Rack	\$30.00
___ Fire Extinguisher	\$15.00
___ Bag Stand	\$40.00
___ 6' 1-Step Riser	\$29.00
___ 8' 1-Step Riser	\$37.00
___ Vinyl Covering	\$25.00
___ 5' Literature Rack	\$45.00
___ 8' Curtain (per foot)	\$5.00
___ 3' Curtain (per foot)	\$4.50
___ 8' Tube	\$7.50
___ 3' Tube	\$5.50
___ 6'-10' Rail	\$11.50

Banner Framework and Labor: \$45.00 min.

___ 4'x 8' Velcro Panel	\$125.00
___ 2'x 8' Velcro Panel	\$75.00
___ 4'x 8' Pegboard	\$125.00

Install: Vertical ___ Horizontal ___

NOTE: Hardware not included

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Exhibit Electrical Services

Note: Most equipment and appliances list electrical requirements and information on the back of the unit. For your protection: We urge you to use surge protectors on all computerized equipment and machinery. Alaska Event Services will not be responsible for any voltage fluctuations or temporary loss of power. All electrical services are located at the back of your booth. No refunds are given for electrical services once they have been installed. Electrical services include the labor for installation.

120 Volt Electrical Services

___ 500 Watt Outlet \$72.50 ___
___ 1000 Watt Outlet \$98.50 ___
___ 1500 Watt Outlet \$145.50 ___
___ 2500 Watt Outlet \$165.50 ___
___ 3000 Watt Outlet \$189.50 ___

208 Electrical Services

___ 20 Amp Phase 1 or 3 \$169.50 ___
___ 30 Amp Phase 1 or 3 \$189.50 ___

Customers using 208 services are responsible for matching *AES* receptacles: *Hubbell #2813*

Overhead Lighting

___ 300 Watt Flood Light \$89.75 ___

Miscellaneous

___ 25' Electrical Cord \$10.50 ___
___ Power Strip \$8.75 ___
___ Cube Tab \$4.50 ___

Electrical Labor

___ Total hours at \$75.00 per hour

Note: 1 Hour Minimum

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Material Handling/Inbound Freight Service

Material Handling includes the following services:

- *Receiving and storing of freight for up to 30 days
- *Delivery of freight to your booth
- *Removal of any unwanted empty containers

Material Handling Rates: Rates are based on straight time for handling and deliveries. Any freight that is "oversized or awkward to handle" will be assessed a 30% additional handling charge. Crating and uncrating of any freight will be charged at *AES* labor rate.

1-200 LBS.....	\$75.00
201-2000 LBS.....	\$40.00 CWT (.40 per pound)
2001-3000 LBS.....	\$38.00 CWT (.38 per pound)
3001 LBS or More.....	\$35.00 CWT (.35 per pound)

Inbound Freight Labeling: All shipments must be prepaid. *AES* will not accept any collect/COD shipments.

Your Company Name
Event/Booth# C/O
Alaska Event Services
737 E. 13th Avenue
Anchorage, Alaska 99501

Freight Information: All shipments will be received at the *AES* warehouse before move-in date. Shipments arriving on move-in date or later must be shipped directly to the facility. No Saturday shipments will be accepted.

Total Number of Pieces _____ Total Estimated Weight _____

Total Weight _____ x _____ (per pound rate) = _____

Outbound Forwarding/Liability: Exhibit representatives will be responsible for completing bills of lading and labeling of their own freight. Exhibitors who elect not to use the preferred show freight company are responsible for making all arrangements for outbound freight. All freight must leave the facility the day the event closes unless other arrangements are made and approved by the facility. *AES* reserves the right to force freight via the carrier of its choice.

AES will not be responsible for the following:

- *Delayed, misdirected, or lost shipments
- *Damage to uncrated or improperly packed materials
- *Damage to shipping crates
- *Loss of exhibit material after delivery to exhibit booth
- *Material left in containers while in storage

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Exhibit Labor

All exhibit labor must be supervised by a representative from your company. All exhibit labor ordered at the event site will be charged 1.5 times the labor rate. Straight time rates are from 8:00 AM – 4:30 PM, Monday – Friday. Overtime rates are for all other hours, weekends, and holidays.

Installation Labor
(One Hour Minimum)

_____ Decorators x _____ Hours x \$65.50 (Straight Time) = \$ _____

_____ Decorators x _____ Hours x \$98.25 (Overtime) = \$ _____

Dismantle Labor
(One Hour Minimum)

_____ Decorators x _____ Hours x \$65.50 (Straight Time) = \$ _____

_____ Decorators x _____ Hours x \$98.25 (Overtime) = \$ _____

Exhibit labor will be serviced at the completion of contracted work.

Company Representative Name _____

Please return order with Exhibit Equipment Rental Form

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