



MIDWEST TENT & EVENTS
 300 Speedway Circle, Suite 145
 Lincoln, NE 68502
 Ph: 402.261.6784 • Fax 402.261.6781

CONVENTION SERVICES AND BOOTH FURNISHINGS ORDER FORM

*Discount Price Applies for Orders Received 10 Days Prior to Show.

EVENT _____ BOOTH NO. _____
 COMPANY _____ ORDERED BY _____
 ADDRESS _____
 PHONE _____ FAX _____
 SIGNATURE (FOR USE AT SHOW) _____ DATE ORDERED _____

DISPLAY TABLES – 30” WIDE - 30” HIGH				
QTY	DESCRIPTION	*DISCOUNT PRICE	SHOW PRICE	AMOUNT
	8’ long table not draped	20.00	40.00	
	6’ long table not draped	18.00	40.00	
	4’ long table not draped	16.00	40.00	
	8’ long table, draped, 3 sides	40.00	70.00	
	6’ long table, draped, 3 sides	35.00	70.00	
	4’ long table, draped, 3 sides	30.00	70.00	
	4th side draped (additional)	15.00	20.00	
	add height 30” 42” (additional)	10.00	20.00	
	cocktail table 30” x 42” tall	25.00	40.00	
	skirt only, no table	20.00	30.00	
Circle Skirting Color (includes top covered with white vinyl) BLUE GOLD WHITE BLACK BURGUNDY GREEN RED				
CHAIRS & ACCESSORIES				
	Folding Chair	6.00	12.00	
	Tall Chair With Back	40.00	65.00	
	Small Waste Basket	10.00	15.00	
	Easel	15.00	25.00	
	Chrome Stanchions	15.00	30.00	
	8’ Red Velvet Rope	10.00	20.00	
	4 x 8 Staging 16” tall or 32” tall	40.00	60.00	
	Riser Steps	40.00	60.00	
	8’ Tall Drape per section	20.00	40.00	
	3’ Tall Drape per section	20.00	40.00	
	Drape Hardware (per piece)	4.00	5.00	
	10 x 10 Pop-up Tent (indoor)	80.00	160.00	

Credit Card Authorization

I, _____ (authorized cardholder-name as it appears on the credit card) from _____ (Company Name) authorize Midwest Tent & Events to use my credit card to pay invoices on my account in the amount of \$ _____.

(check one)
 Corporate Card
 Personal Card Signed _____

Credit card type _____ (Visa, MasterCard, Discover, etc.)
 Credit Card #: _____
 Expiration Date _____ CVV2 Code _____
 (CVV2 code is the 3-digit number following the credit card number on the back of the card in the signature strip)

Billing address _____

Please fax completed form back to:
 Midwest Tent & Events
 Brian Dorn
 Fax 402.261.6781
 Phone: 402.261.6784
 Cell: 402.613.1770

Customer comments: _____

Any problems concerning booth furnishings must be addressed during the show with Midwest Tent & Events. NO credits will be issued after the closing of the show.

SUB-TOTAL _____
TAX (7%) _____
TOTAL _____