

**EXHIBITORS' ORDER - THREE RIVERS CONVENTION CENTER**

Payment for your pre order will be collected on-site at arrival

EMAIL TO: [ksanchez@3riverscampus.com](mailto:ksanchez@3riverscampus.com)

Your Name - above

Booth Number

Event Name-above

EVENT DATE(S)

Company / Organization - above

Booth Number

YOUR CONTACT PHONE NUMBER - above

EVENT DATE(S)

Company / Organization - above

Booth Number

YOUR CONTACT PHONE NUMBER - above

**STAFF ONLY SECTION**

Received on

Order filled by

THE EVENT IS PROVIDING YOU WITH A 8' x 10' BOOTH THAT INCLUDES:  
 Black Pipe & Drape - 10' back & 3' tall sides, (1) 8' skirted table  
 (2) padded chairs & (1) waste basket

QTY	Event Equipment	5 Day Adv	Day of Event
	Fork Lift/W operator - per use	\$100	\$150
	Audio visual cart with power	\$15	\$20
	Gaff tape - per roll	\$50	\$50
<b>Booth Extras</b>			
	5' X 6' Oval table	\$15	\$20
	Tall cocktail table <b>Limited Quantity</b>	\$10	\$25
	6' x 18" wide classroom table	\$10	\$15
	6' X 30" wide standard table	\$15	\$20
	8' X 30" wide standard table	\$15	\$20
	Chairs	\$5	\$7
	Barstools with back <b>Limited Quantity</b>	\$25	\$40
	Linen, per table	\$10	N/A
	Table skirting - standard colors available	\$10	\$15
	Pipe and drape - full height - per 10' panel	\$15	\$20
	Pipe and drape - waist height - per 8' panel	\$10	\$15
<b>Internet Services</b>			
	Wi-Fi access	FREE	FREE
	Hard line access - per hook up, per day	\$75	\$100

QTY	Video Equipment	5 Day Adv	Day of Event
	LCD Flat screen TV 42" <b>Limited Quantity</b>	\$200	\$250
	Laptop w/ Windows and Office - per day	\$150	\$175
<b>Electrical Services</b>			
	Multi port power strip	\$10	\$15
	Extension cord	\$25	\$30
	Flip Chart on Easel	\$25	\$30
	Easels	\$10	\$12
<b>Banner Hanging</b>			
	Hanging Banner for you on pipe and drape	\$20	\$35
	Banner hanging from ceiling per banner	\$100	Advance only
<b>Housekeeping</b>			
	Extra Wastebasket	\$5	\$10
	Pallet Removal - per pallet	\$10	\$15
<b>Shipping &amp; Drayage Services</b>			
	Receiving / storage (package) per package	\$10	
	Receiving / storage (pallet) per pallet	\$30	
	Post event storage per package	\$10	\$10
	Post event storage per pallet	\$30	\$30

No outside food or beverage may be brought into the facility  
 Sales Tax of 8.7% is automatically added to all orders.

This is the **ADVANCE** sheet DAY OF prices listed for your info.

Load-in is through the **REAR** of the building **ONLY**.

Sub Total = 0.00

+ TAX 0.00

**Grand Total = 0.00**