

**SUNBELT CONVENTION SERVICES INC.**  
**409 Collins Street, Little Rock, Arkansas 72202**  
 Phone: (501)244-9955 Fax: (501)244-9995 e-mail: sunbelt4U@gmail.com

## EXHIBITOR RENTAL FORMS

*Please include appropriate order forms and payment form with your order.  
 Sales Tax must be included with full payment for order to be processed.*

### TABLE WITH SKIRTING

(Includes table with white vinyl top/skirted on three sides)

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table w/skirting	\$40.00	\$35.00	_____
_____	6' Table w/skirting	\$45.00	\$40.00	_____
_____	8' Table w/ skirting	\$50.00	\$45.00	_____
_____	Raise table/42" add	\$35.00	\$25.00	_____
_____	Skirting Only	\$5.00/ft	\$4.00/ft	_____

### PLEASE CIRCLE SKIRT COLOR :

☐ White   ☐ Black   ☐ Beige   ☐ Green   ☐ Purple   ☐ Teal   ☐ Red   ☐ Gold   ☐ Navy   ☐ Gray   ☐ Blue

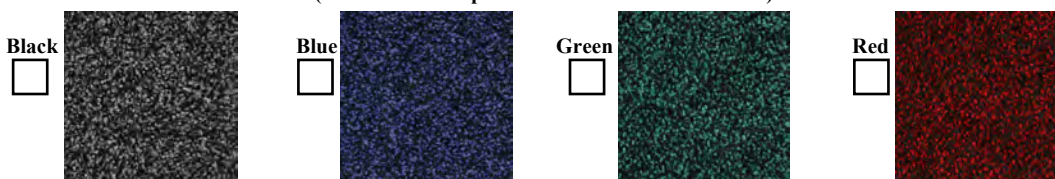
(If a color is not specified, the show color will be used)

<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____ 4' Table	\$25.00	\$20.00	_____
_____ 6' Table	\$25.00	\$20.00	_____
_____ 8' Table	\$30.00	\$25.00	_____

### CARPETING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	10 x 10	\$80.00	\$60.00	_____
_____	10 x 20	\$120.00	\$100.00	_____
_____	10 x 30	\$140.00	\$120.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$.40 cents per sq ft. PLEASE CHECK COLOR : Black Tuxedo, Red Tuxedo, Green Tuxedo, Blue Tuxedo  
 (if a color is not specified show colors will be used)



**BULK & ISLAND CARPETING PRICES STARTING AT \$0.40 PER SQ. FT. FOR 500 SQ. FT. OR ABOVE. ALL CARPET IS 10FT WIDE ONLY**

**DISCOUNTED RATE \$0.40SF. / STANDARD (floor price) \$0.60 SF.**

MINIMUM BULK CARPET: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. = \_\_\_\_\_ SQ. FT.      **TOTAL SF.** \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

*Special order? Call for cut & lay pricing*

### CARPET PADDING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	9x10	\$50.00	\$40.00	_____
_____	9x20	\$70.00	\$60.00	_____
_____	9x30	\$90.00	\$80.00	_____

(BULK PADDING AVAILABLE, CALL FOR PRICING)

**SPECIALTY ITEMS**

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____	Easels	\$15.00	\$10.00	_____
_____	Wastebasket with liner	\$10.00	\$5.00	_____
_____	6' table top riser	\$15.00	\$10.00	_____
_____	8' table top riser	\$45.00	\$35.00	_____
_____	3' high masking drape	\$3.25/ft	\$2.25/ft	_____
_____	8' high masking drape	\$4.25/ft	\$3.25/ft	_____
_____	2ft x 8ft grid panel	\$40.00	\$30.00	_____

***DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COST PLUS RENTAL FEES***

***ALL CANCELLATIONS FOR ITEMS ORDERED MUST BE MADE 3 BUSINESS DAYS BEFORE THE EXHIBITOR MOVE IN DATE TO RECEIVE A FULL REFUND. ITEMS CANCELLED AFTER THE 3 BUSINESS DAYS BUT BEFORE THE EXHIBITOR MOVE IN DATE WILL BE SUBJECT TO A RESTOCKING FEE OF \$25.00. ANY ITEMS DELIVERED TO THE SHOW SITE OR ITEMS REQUESTED TO BE REMOVED BY THE SHOW REPRESENTATIVE FOR ANY REASON WITHOUT PRIOR CANCELLATION WILL BE CHARGED AT FULL PRICE EVEN IF REFUSED AT BOOTH.***



***Retractable Mini table top Banner***  
Stand that can be used over and over. Easy set-up. Graphics included in price. 11" x 17"  
**\$36.00**



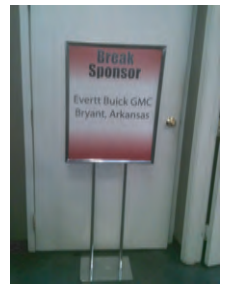
***Retractable Banner Stand***  
Stand that can be used over and over. Easy set-up. Graphics included in price. 32" x 82"  
**Includes Carrying Case \$185.00**



***Double sided or single sided charging stations. RENTAL In black & silver.***  
Single \$360.00  
Double \$395.00



***Our 2' x 6' booth horizontal banner can hang on the back of your booth. Single-sided with grommets for hanging. Banner material is heavy duty 13oz. Can be reused over and over.***  
**\$95.00**



***Sign Frame with graphics. Can be single-sided or double-sided.***  
(1) single - \$40.00  
(2) double - \$50.00

**We have a wide variety of items we can customize including meter panels, banners, floor stickers, counters, displays, walls, booth decor and backdrops for themed shows. We can do all of your printing needs in house. Give us a call for any special items you may need. We will print and deliver to your booth so once you approve your order your all set!**

**YES!!! WE CAN DO LAST MINUTE ITEMS AND HAVE THEM TO YOU WITHIN HOURS!**

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Mini Table Top	\$46.00	\$36.00	_____
_____	Banner Stand	\$210.00	\$185.00	_____
_____	Booth Banner	\$120.00	\$95.00	_____
_____	Sign Frame (1) with graphics	\$55.00	\$40.00	_____
_____	Sign Frame (2) with graphics	\$65.00	\$50.00	_____
_____	Double Charging Station w/6 ports & two 22" x 28" graphic signs		\$395.00	_____
_____	Single Charging Station w/6 ports & one 22" x 28" graphic sign (contact us for availability of express floor order for this item)		\$360.00	_____

**Specialty items (call for details and cost):**

<u>QUANTITY</u>	<u>ITEM description</u>	<u>PRICE TBD</u>	<u>TOTAL</u>
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____

***All in house graphics and printing available. We can use your artwork or create something for you at no additional charge. Call or email Lorrie to confirm your order and if you will be providing the graphics or if you want her too create something for you. You will receive proofs for your approval before anything is printed. If what you want is not listed here, we can get it! Give us a call for specialized orders. Call Lorrie at 501-244-9955 or email sunbelt4u@gmail.com***

## Furniture Rentals

QUANTITY		<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____	(1) Arm chair with gray padding.....	\$35.00	\$25.00	\$ _____
_____	(2) Arm chair with black padding.....	\$35.00	\$25.00	\$ _____
_____	(3) Black leather secretary chair with wheels.....	\$45.00	\$35.00	\$ _____
_____	(4) Cocktail table 30" (high or low).....	\$45.00	\$35.00	\$ _____
_____	(5) Gray padded bar stool.....	\$40.00	\$30.00	\$ _____
_____	(6) Plastic folding chair.....	\$10.00	\$ 5.00	\$ _____
_____	(7) Chrome stanchion set (2) with 6' red velvet rope (1)...	\$35.00	\$25.00	\$ _____
_____	(8) Retractable Black Stanchion set (2) with 10' belt.....	\$40.00	\$30.00	\$ _____

*If you need an item not seen/listed here we may still have it or be able to get it for you. Call us !!!*

**DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COSTS PLUS RENTAL FEES**



*These Items Also Available  
Limited quantities available!  
Call for pricing.*



**BOOTH CLEANING** Includes: vacuum carpet/empty wastebasket. Carpet cleaned when delivered to booth. Additional booth cleaning at a cost of \$.25 cents per sq ft per day or \$25.00 per 10 x 10 booth.

\$ 25.00 per day x \_\_\_\_\_ days of event = \$ \_\_\_\_\_

**SET-UP AND DISMANTLE LABOR RATES PER LABORER**

STRAIGHT TIME IS MONDAY - FRIDAY 8:00 AM - 4:00 PM  
 OVERTIME IS ALL OTHER TIMES OUTSIDE OF THESE HOURS (BEFORE AND AFTER)  
 AND ALL WEEKEND HOURS. ONE HOUR MINIMUM PER LABORER.  
 LABOR IN EXCESS OF ONE HOUR IS BILLED IN 1/2 HOUR INCREMENTS.

# LABORERS REQUESTED	LABOR	REGULAR TIME	OVERTIME	TOTAL
_____	EXHIBITOR SUPERVISED INSTALLATION	\$40.00	\$60.00	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$40.00	\$60.00	_____
_____	SUNBELT SUPERVISED INSTALLATION(ok to proceed)	\$50.00	\$75.00	_____
_____	SUNBELT SUPERVISED DISMANTLE	\$50.00	\$75.00	_____

Please fill out the information below for all exhibitor supervised installation or dismantle labor.  
 Sunbelt supervised times will be kept by the supervisor on duty.

	DATE	START TIME	END TIME	TOTAL HOURS	NUMBER OF LABORERS
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____

**Exhibitors must come by to the sunbelt desk to sign in and out for exhibitor supervised laborers.**

Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt for Sunbelt supervised labor.  
 All work will be done on straight time when possible. In the event of shortages in shipments or damage Sunbelt will contact the exhibitor for instructions. All instructions for shipping, address, and bill of lading must be left at the Sunbelt service desk or attached to boxes/shipments prior to the event closing.

**FREIGHT HANDLING****SHIP ALL FREIGHT TO:**

**SUNBELT CONVENTION SERVICES, 409 COLLINS STREET, LITTLE ROCK, ARKANSAS 72202**

**COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_**

**NAME OF SHOW \_\_\_\_\_**

**RATES AND SERVICES**

**Please Estimate and Circle inbound weight per shipment:**

Up to 200 lbs.....	\$100.00
201-300 lbs.....	\$150.00
301-400 lbs.....	\$200.00
401-500 lbs.....	\$250.00
501-750 lbs.....	\$300.00
751-1000 lbs.....	\$400.00
1000 lbs. and over .....	\$40.00 per 100 lbs.

**PLEASE CLEARLY MARK YOUR FREIGHT WITH YOUR COMPANY NAME, PHONE NUMBER, SHOW NAME AND BOOTH NUMBER (IF YOU HAVE RECEIVED IT). IF YOU ARE USING A 3RD PARTY SHIPPER, MAKE SURE THEY MARK YOUR BOXES OR ON THE SHIPPING LABEL. FAILURE TO INCLUDE THIS INFORMATION MAY RESULT IN AN ADDITIONAL \$25 HANDLING FEE.**

**IF YOU WILL HAVE RETURN FREIGHT PLEASE HAVE YOUR BOOTH REP PREPARE YOUR ITEMS FOR SHIPPING AND ATTACH THE RETURN LABELS. ARRANGE FOR YOUR PREFERRED CARRIER TO PICK UP FROM OUR WAREHOUSE WITHIN TWO DAYS AFTER THE SHOW.**

Sunbelt will receive, store, deliver to booth on installation day, remove, store and return empty containers, remove shipment from booth, and deliver to loading area of Exhibit Hall, where shipment will be loaded on common carrier's trucks. All shipments must arrive at least seven (7) days prior to show date. Late shipments may be subject to 25% additional handling charge. In addition to the above quoted rates, additional charges will be made for special trips or handling of shipments arriving after initial installation date, or shipments arriving at show site after scheduled set-up times. When move-in or move-out times are scheduled during overtime hours due to circumstances beyond the control of Sunbelt, an additional 25% of the total will be applied.

**INSURANCE:** Sunbelt will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, at the conclusion of the event, or prior to taking physical count and possession in preparation of moving such materials. You agree to hold Sunbelt from responsibility for concealed and/or apparent damage to uncrated or unskidded materials.



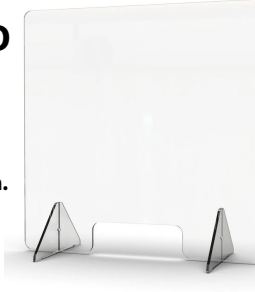
## COVID-19 VIRUS DISINFECTION & SANITATION RENTALS

### CLEAR PROTECTIVE SNEEZE GUARD

- \*Helps maintain ideal social distancing standards
- \*Assists in preventing the spread of germs and bacteria
- \*34" x 48" with transaction window
- \*Clear acrylic construction ensures excellent visibility
- \*Assembled and self-standing on your table in your booth.

**\$75.00 PER SHOW**

\_\_\_\_\_ GUARD X \$75.00 = \_\_\_\_\_



### SOCIAL DISTANCING DONE RIGHT

Prevent the spread of Coronavirus (COVID-19)



### TOUCHLESS HAND SANITIZER FLOOR STAND WITH 11" x 17" Snap Open Frame - Silver



- \*Automatically Dispenses Gel Sanitizer
- \*1000 mL Gel Sanitizer included
- \*Acrylic Catch Drip Area
- \*11 x 17 Silver Snap Frame that includes generic signage
- \*Customizable signage

#### PER SHOW

**\$65.00 - generic signage**

**\$75.00 with custom sign (logo)**

(please send logo and details of what you would like to sunbelt4u@gmail.com).

**additional refills - \$15.00**

\_\_\_\_\_ GENERIC STAND X \$65.00 = \$ \_\_\_\_\_

\_\_\_\_\_ CUSTOM STAND X \$75.00 = \$ \_\_\_\_\_

### FACE MASKS



- \*Universal fitted
- \*Face Mask 3-ply With Elastic Earloops
- \*Designed for a softer and smoother feel for Breathability all day long

**\$0.30 each**

**\$12.50 - 50 count package**

\_\_\_\_\_ MASKS X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### SOCIAL DISTANCE FLOOR STICKERS



**\$2.50/each - generic Stickers**

**\$3.00/each - with custom (logo)**

(Minimum of 10 for custom)

please send logo to sunbelt4u@gmail.com

\_\_\_\_\_ GENERIC STICKERS X \$2.50 = \$ \_\_\_\_\_

\_\_\_\_\_ CUSTOM STICKERS X \$3.00 = \$ \_\_\_\_\_

### BOOTH FOGGING DISINFECTANT WITH ELECTROSTATIC SPRAYER



- \*Electrostatic Sprayers utilize electrostatic charging technology to positively charge particles to allow solutions to cover surfaces quicker and more evenly increasing efficiency. These charged particles enable solutions to more effectively wrap around a wide range of high touch surfaces.

\*EPA Registered Broad-Spectrum Disinfectant

\*Kills 99.9% of Bacteria, Viruses, Fungi & Molds

\*Disinfect, Sanitize, Clean, and Deodorize in ONE STEP

\*No Rinse Required, even on food contact surfaces

\*Pleasant Lemongrass Grapefruit Scent

PRICE IS PER DAY. PLEASE SPECIFY HOW MANY DAYS SPECIFY WHICH DAY IF NOT ENTIRE(all days) SHOW IF NO DAY(S) SPECIFIED, SUNBELT WILL SELECT DAY(S).

10' x 10' booth - \$25.00 x \_\_\_\_\_ days ( \_\_\_\_\_ ) = \$ \_\_\_\_\_

10' x 20' booth - \$50.00 x \_\_\_\_\_ days ( \_\_\_\_\_ ) = \$ \_\_\_\_\_

10' x 30' booth - \$75.00 x \_\_\_\_\_ days ( \_\_\_\_\_ ) = \$ \_\_\_\_\_

**Larger Booths \$100 Per HR / 1 (ONE) Hour Minimum**

\_\_\_\_\_ Total hrs X \_\_\_\_\_ days ( \_\_\_\_\_ ) = \_\_\_\_\_ HRS x \$100 = \$ \_\_\_\_\_

NO PRODUCTS FOR THE SHOW/SALE IN YOUR BOOTH WILL BE INCLUDED. CONTACT SURFACES ONLY ( TABLES, CHAIRS, FLOOR, CURTAIN RAILING, ETC.)  
PLEASE BE SURE TO REMOVE ANY PRODUCT/ITEMS OFF OF AREAS TO BE DISINFECTED.  
SUNBELT WILL NOT BE RESPONSIBLE FOR DAMAGE TO ITEMS LEFT OUT.

**DISINFECTION & SANITATION RENTAL TOTALS: \$ \_\_\_\_\_**

**PLEASE INCLUDE THIS TOTAL ON YOUR PAYMENT PAGE**

**SPECIALIZED COVID SAFETY SIGNAGE ALSO AVAILABLE. SEE VENDOR KIT OR CALL FOR DETAILS.**

**HAVE SPECIAL REQUESTS? GIVE US A CALL AT 501-244-9955**

REVISED 1/27/2021

**PAYMENT FORM**

*Payment in full must accompany each order. All orders are subject to current sales tax. To qualify for advanced order pricing, payment and order forms MUST be made/received in our office three (3) days prior to exhibitor set-up date. Any orders received after this time will be processed at floor order prices. Please retain a copy of this payment form as your receipt. All credit Card orders will be run after the event is over.*

NAME OF SHOW \_\_\_\_\_ DATE OF SHOW \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

BOOTH REPRESENTATIVE \_\_\_\_\_ Cell # \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

METHOD OF PAYMENT: CHECK \_\_\_\_\_ CREDIT CARD \_\_\_\_\_

PLEASE CHECK ONE: ☐ Visa ☐ MasterCard ☐ Discover ☐ Amex

Account Number: \_\_\_\_\_ exp. date \_\_\_\_\_ CCV \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ zip w/card \_\_\_\_\_

Card Address \_\_\_\_\_ STATE \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

Rental Totals ..... \_\_\_\_\_

Freight Handling ..... \_\_\_\_\_

Labor Services ..... \_\_\_\_\_

Total: \_\_\_\_\_

Add 10.5% Sales Tax (hs, str. gc, ar) + \_\_\_\_\_

SUBTOTAL: = \_\_\_\_\_

Add 3% Credit Card Processing fee (if applicable) + \_\_\_\_\_

TOTAL PAYMENT: = \_\_\_\_\_

Payment by check must arrive 2 business days prior to show move in date to guarantee items are placed in your booth at the advanced order pricing. Any orders received past two days prior to the show will be billed at floor pricing.

**Please send this payment form, along with payment and appropriate order forms to:**

**SUNBELT CONVENTION SERVICES, 409 COLLINS ST., LITTLE ROCK, ARKANSAS 72202**

**PHONE: (501) 244-9955 FAX: (501) 244-9995 E-MAIL: sunbelt4u@gmail.com**

**ON-SITE USE**

All services preformed were to our satisfaction and all equipment are found to be in clean/good working condition.

Booth Rep Signature \_\_\_\_\_ DATE \_\_\_\_\_

Sunbelt Rep Signature \_\_\_\_\_ DATE \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**