Event Decorators of Iowa, Inc.

520 SE 4th Street | Des Moines, IA 50309 | Phone: 515-237-8282 | Fax: 515-237-8283 | decorateiowa@aol.com

Contact Information (Please Print)

Name_____Date_____Phone_____

Company Name _____

Street Address_____

City_____ State_____Zip_____

Show **DES MOINES RV & BOAT SHOW**

Payment Policy & Order Review

Your show contractor, Event Decorators of Iowa is pleased to provide the following services you may require from the attached packet.

Complete forms for services you are requesting. Advance discounted rates qualify if orders are received 20 days prior to show with full payment including all applicable taxes. Orders received after show deadline, received without payment or placed at the show will be invoiced at standard rates. **No billings**.

For your convenience, the following methods of payment are available:

☐ Company Check payable to Event Decorators of Iowa, Inc.

☐ Credit Card – *We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.*

☐ Master Card ☐ Visa ☐ American Express

Please print ledge able!

Cardholder's Name: _____

Signature: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Account Number: _____

Expiration: _____ Security Code: _____

DELIVER RECEIPT AFTER EVENT BY: ☐ Email ☐ Fax

Email or Fax #_____

Payment Total	
Furniture	**$**_____
Subtotal	**$**_____
16% Building tax	
Due Iowa Events Center	**$**_____
Subtotal	**$**_____
7% Sales Tax	**$**_____
Total Due	**$**_____
4% credit card	
Convenience fee	**$**_____
Total due	**$**_____

CANCELLATION POLICY: If requested services have been provided prior to your notice to cancel, all original charges are applicable. No credits or free exchanges for materials provided with your booth fee that are not required.

UNPAID BALANCES: All services require payment prior to show opening. Remaining balances, effective 30 days after invoice date a rebilling fee of 40.00 will be added to all invoices. All remaining balance after 60 days will be forwarded for collection.

This form must be returned to process your request.
Send completed form by email to decorateiowa@aol.com or by fax to 515-237-8283
No phone calls please, signed documentation required on file.

We will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.

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Name_____Date_____Phone_____

Company Name _____

Street Address_____

City_____ State_____Zip_____

Event **DES MOINES RV & BOAT SHOW** _____ Booth Number_____

ORDER DEADLINE FOR ADVANCE DISCOUNT RATE IS January 6

Quality Furniture Rentals

Accessories

	Advance Discount	Standard	
Chrome Bag Rack	$ 28.75	$ 31.00	$_____
5' Chrome Coat Rack	14.00	17.50	$_____
Chrome Easels	17.00	21.00	$_____
Chrome Hall Tree	24.50	31.00	$_____
Chrome Stanchions	19.50	28.50	$_____
4' Velour Rope - Black	10.00	14.00	$_____
8' Velour Rope - Black	20.00	28.00	$_____
Raffle Drum Small	18.00	23.00	$_____
Raffle Drum Large	30.00	42.00	$_____

Carpeting

9' x 10'	$ 98.00	$115.00	$_____
9' x 20'	196.00	230.00	$_____
9' x 30'	294.00	345.00	$_____
9' x 40'	392.00	460.00	$_____
9' x 50'	490.00	575.00	$_____

Choose Color: ☐ Blue ☐ Burgundy ☐ Gray ☐ Hunter Green ☐ Red

Carpet Padding

_____' x _____' (90 square foot minimum)

$1.00 per square ft. $1.40 per square ft. $_____

Carpet Vacuum Service

_____' x _____' = _____ square feet x $0.20 sq. ft. x _____ day(s) =$_____

Chairs *Padded Seats and Backs*

Chrome Side Chair	$ 14.00	$ 20.00	$_____
Choose Color: ☐ Blue ☐ Gray			
Chrome Arm Chair	22.75	31.25	$_____
Choose Color: ☐ Blue ☐ Gray			
Chrome Bar Stool	27.50	35.75	$_____
Choose Color: ☐ Gray			

Cocktail Tables Plywood Top

30" Round x 30" High	27.00	39.50	$_____
30" Round x 40" High	29.50	41.00	$_____
White Cotton Linen	10.00	12.00	$_____

Draperies (other than provided with booth equipment)

3' High	$ 2.00 lft	$ 2.50 lft	$_____
8' High	4.00 lft	$ 6.00 lft	$_____
12' High	5.00 lft	$6.50 lft	$_____

Choose Color: ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ White

Plain Tables 30" High

	Advance Discount	Standard	
4' x 24" x 30"	$22.00	$29.50	$_____
4' x 30" x 30"	22.00	29.50	$_____
6' x 18" x 30"	27.50	38.25	$_____
6' x 30" x 30"	27.50	38.25	$_____
8' x 18" x 30"	32.00	47.50	$_____
8' x 30" x 30"	32.00	47.50	$_____
48" Round	41.50	54.50	$_____

Plain Tables 40" High (counter height)

4' x 24" x 40"	$34.00	$43.50	$_____
4' x 30" x 40"	34.00	43.50	$_____
6' x 18" x 40"	37.50	53.75	$_____
6' x 30" x 40"	37.50	53.75	$_____
8' x 18" x 40"	46.50	62.50	$_____
8' x 30" x 40"	46.50	62.50	$_____

Topped Only - Add $6.00 each table

Skirted Tables 30" High *Skirted 3 Sides*

	Advance Discount	Show Floor	
4' x 24" x 30"	$58.50	$73.75	$_____
4' x 30" x 30"	58.50	73.75	$_____
6' x 18" x 30"	69.75	82.25	$_____
6' x 30" x 30"	69.75	82.25	$_____
8' x 18" x 30"	79.00	98.00	$_____
8' x 30" x 30"	79.00	98.00	$_____
48" Round *Fully Skirted*	73.00	104.00	$_____

Choose Color: ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ White

Skirted Display Tables 40" High (counter height) *Skirted 3 Sides*

4' x 24" x 40"	$72.50	$87.75	$_____
4' x 30" x 40"	72.50	87.75	$_____
6' x 18" x 40"	81.50	94.25	$_____
6' x 30" x 40"	81.50	94.25	$_____
8' x 18" x 40"	96.00	103.00	$_____
8' x 30" x 40"	96.00	103.00	$_____

Choose Color: ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ White

Other items available but not outlined, please phone for availability!

Furniture Amount Total $_____

Please enter amount on Policy Payment Form