



**BOOTH SERVICE  
ORDER FORM**

CONTACT PERSON AND COMPANY NAME		
ADDRESS/BILLING:		
CITY	STATE	ZIP CODE
PHONE NUMBER		FAX NUMBER
TRADE SHOW NAME		BOOTH NUMBER

DAY/DATE	TIME	ITEM DESCRIPTION	QUANTITY	PRICE

Booth Attendant \_\_\_\_\_ X \$25.00 = \_\_\_\_\_  
 Estimated Subtotal \_\_\_\_\_  
 20% Service Charge \_\_\_\_\_  
**Estimated Total** \_\_\_\_\_

**INSTRUCTIONS:**

- Please type or print.
- Form must be received no later than 2 weeks prior to show dates to ensure confirmation
- 20% Service Charge will be added to subtotal.
- Food Service contract will be sent to you confirming order, signed contract and full payment must be received in our office prior to start of show. No service will commence without full payment prior to show and/or credit card information on file.
- Any replenishment orders during the show must be guaranteed by a major credit card, the balance of charges will be billed to the credit card unless payment is received at the end of the show.

**Credit Card Information**

Names of Authorized Signature for Event _____	
Total Estimated Amount of Services: _____	
\$ _____	Credit Card Number: _____
Circle One:    Master Card        VISA        American Express	
Credit card Limit \$: _____	
Expiration Date: _____	Signature of Cardholder: _____

