



CONVENTION SERVICES AND BOOTH FURNISHINGS ORDER FORM

MIDWEST TENT & EVENTS

300 Speedway Cir, Suite 145 Lincoln, NE 68502

Ph: 402.261.6784 * Fax 402.261.6781

WWW.MIDWESTTENTANDEVENTS.COM

EVENT _____ BUILDING AND/OR BOOTH NO. _____

COMPANY _____ ORDERED BY _____

ADDRESS _____

PHONE _____ FAX _____

SIGNATURE (for use at show) _____ DATE ORDERED _____

DISPLAY TABLES - 30" WIDE X 30" HIGH

QTY	DESCRIPTION	PREORDER PRICE	AMOUNT
	8' long table no skirt	\$ 5.00	\$ -
	6' long table no skirt	\$ 5.00	\$ -
	4' long table no skirt	\$ 5.00	\$ -
	8' table skirted 3 sides	\$ 15.00	\$ -
	6' table skirted 3 sides	\$ 15.00	\$ -
	4' table skirted 3 sides	\$ 15.00	\$ -
	4th side skirted (additional)	\$ 10.00	\$ -
	add height (42" tall table)	\$ 3.00	\$ -
	coctail table 30" top x 42" tall	\$ 10.00	\$ -
	skirt only, no table	\$ 9.00	\$ -
Circle Skirting Color (includes top covered with white vinyl)			
	BLUE GOLD WHITE		
	BLACK BURGUNDY GREEN RED		

CHAIRS AND ACCESSORIES

	folding chair	\$ 0.75	\$ -
	tall chair with back	\$ 20.00	\$ -
	small waste basket	\$ 5.00	\$ -
	metal easel	\$ 8.00	\$ -
	chrome stanchions	\$ 10.00	\$ -
	8' red velvet rope	\$ 5.00	\$ -
	4' x 8' staging, 16" or 32" tall	\$ 30.00	\$ -
	steps for staging	\$ 10.00	\$ -
	8' tall drape per section	\$ 15.00	\$ -
	3' tall drape per section	\$ 10.00	\$ -
	drape hardware (per piece)	\$ 1.00	\$ -

CREDIT CARD AUTHORIZATION

By signing below I authorize Midwest Tent & Events to use my credit card to pay invoices on my account related to this order form.

Corporate Card

Personal Card

Signed _____

Card type MC VISA DISC AMEX

Card # _____

Expiration Date _____ CVV2 Code _____

(CVV2 code is the 3-digit number following the card number on the back of the card in the signature strip)

Billing address _____

Please return completed form to:

Midwest Tent and Events
 300 Speedway Cir Ste 145
 Lincoln, NE 68502
 Fax 402.261.6781
 Phone 402.261.6784

SUB-TOTAL	\$ -
TAX (7%)	\$ -
TOTAL	\$ -

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

