



exceeding expectations

Dear Exhibitor,

Thank you for working with us on your upcoming show!

The following items can be ordered and delivered into your booth prior to, or on your setup day. When you are done, the items are to be left in the booth so that we may verify the equipment return. If we are unable to verify the return of the equipment, we reserve the right to charge for the replacement costs of the items until they are returned to us.

In order to facilitate the ordering of these products – please have this sheet filled out and sent back to us at least one week prior to your setup date or you will be charged the day of ordering prices.

In addition to these items, please go to our web site at [www.ue-mn.com](http://www.ue-mn.com) and see if there are any other items you would like. Call for pricing. Please contact us directly by phone if you are not seeing something you need listed here.

I look forward to working with you!

*Tim Smith*

Ultimate Events

[tsmith@ue-mn.com](mailto:tsmith@ue-mn.com)

763-559-6206



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### Booth Hardware

Style	Height	Advance Rate	Floor Rate	Quantity	Total
Side Drape (per side)	8'	\$25.00	\$30.00	_____	_____

### Booth Furniture

The following prices are for the duration of the show. Includes delivery and removal.

#### Table only – 30" wide

8' Table	30" height	\$30.00	\$60.00	_____	_____
42" counter height		\$45.00	\$75.00	_____	_____
6' Table	30" height	\$25.00	\$55.00	_____	_____
42" counter height		\$40.00	\$70.00	_____	_____

#### Covered Display Tables with Top (30" Wide)

Table Style	Height	Advance Rate	Floor Rate	Quantity	Total
8' Covered	30" height	\$60.00	\$90.00	_____	_____
42" counter height		\$75.00	\$100.00	_____	_____
6' Covered	30" height	\$55.00	\$85.00	_____	_____
42" counter height		\$70.00	\$95.00	_____	_____
4' Covered	30" height	\$45.00	\$75.00	_____	_____
42" counter height		\$60.00	\$85.00	_____	_____

\*\*Color is Black or White cloth will drop to cover 4 sides

Total \$\_\_\_\_\_

#### Seating Options

	Advance Rate	Floor Rate	Quantity	Total
Plastic Folding Chair	\$3.00	\$5.00	_____	_____
Padded Stacking Chair	\$8.00	\$12.00	_____	_____
Stool	\$22.00	\$28.00	_____	_____
Easel	\$20.00	\$30.00	_____	_____
Wastebasket	\$10.00	\$15.00	_____	_____

Total \$\_\_\_\_\_



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Please fax or email this form to: [tsmith@ue-mn.com](mailto:tsmith@ue-mn.com)

Ultimate Events  
C/O *Tim Smith*  
13405 15<sup>th</sup> Ave N  
Plymouth MN 55441

Phone: (763) 559-8368  
Fax: (763) 559-6221

### Payment Information

Ultimate Events – (US FUNDS ONLY)

MasterCard, Visa, Discover and American Express Cards Accepted

Exhibitor/Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

On site contact: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cardholder's Full Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Subtotal \$ \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Tax (7.75%) \$ \_\_\_\_\_

Security Code (CVC): \_\_\_\_\_ DW (10%) \$ \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Grand Total \$ \_\_\_\_\_

\*\*I agree to pay the total amount as entered above according to the card issuer agreement. I hereby authorize Ultimate Events to charge the credit card above for this amount. I agree to be bound by Ultimate Events terms of use and instructions for this transaction.

Authorized Signature X \_\_\_\_\_ Date \_\_\_\_\_

Preferred Contact Method      Email/Fax (please circle one and fill in below)

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Please note that this will be the only method to send your order confirmation

13405 15<sup>th</sup> Ave. N. Plymouth, MN 55441 952-346-0102 952-346-0110(Fax) [www.ue-mn.com](http://www.ue-mn.com)

Twin Cities • Des Moines